DOCUMENT RESUME

ED 285 997 CE 048 272

TITLE Vocational Education Support for Single Parents and Homemakers. Final Report from 7/1/86 - 6/30/87.
INSTITUTION Miami-Dade Community Coll., FL. North Campus.
SPONS AGENCY Florida State Dept. of Education, Tallahassee. Div. of Vocational, Adult, and Community Education.
PUB DATE 30 Jun 87
NOTE 181p.; Project No. DVE 132-15170-7-2D02.
PUB TYPE Reports - Research/Technical (143)

EDRS PRICE MF01/PC08 Plus Postage.
DESCRIPTORS Adult Education; *Adult Programs; Career Education; *Career Guidance; *Displaced Homemakers; Females; Job Skills; Job Training; *Nontraditional Occupations; *One Parent Family; Vocational Education; *Womens Education

ABSTRACT

A single parent and homemaker project was established at Miami-Dade Community College (North Campus) to promote nontraditional vocational education. The primary thrust of the project was directed toward those who required economic self-sufficiency with a minimum amount of time spent in college training programs. Generally, the goals of the project included recruiting single parents and homemakers into vocational education programs that would provide them with improved employment prospects and advancement possibilities. Emphasis was given to nontraditional career areas that offer a high wage potential. Personal, academic, and career counseling was offered in conjunction with support groups, workshops, and classes. Employability skills training was also made available, as well as employment counseling and referrals. A total of 175 clients of all ages and ethnic backgrounds were given a variety of services, including vocational career counseling to enable them to meet their goals of self-sufficiency and personal advancement. (Appendixes, amounting to over one-half of the report, include correspondence, forms, contact information, a list of prospective employers for job referral, and an 83-page career manual that offers information on 22 nontraditional career options.) (YLB)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED285997

FINAL REPORT

Project No. 132-15170-7-2D02

From 7/1/86 - 6/30/87

VOCATIONAL EDUCATION SUPPORT FOR SINGLE PARENTS AND HOMEMAKERS

Miami-Dade Community College
North Campus
11380 N. W. 27th Avenue
Miami, FL 33167

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☑ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality

- Points of view or opinions stated in this document do not necessarily represent official OERI position or policy

Susan Lero
Project Director

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

The project reported herein was conducted pursuant to a grant from the Division of Vocational Adult and Community Education, Florida Department of Education. Contractors undertaking such projects are encouraged to express freely their professional judgements in the conduct of the project. Points of view or opinions stated do not, therefore, necessarily represent the official position of policy of the Florida Department of Education.

CE048772

BEST COPY AVAILABLE

ACKNOWLEDGEMENTS

Completion of this project reflects a spirit of cooperation and support by involved personnel. Special recognition and appreciation are given to the following for their valuable contributions:

Susan Alvey - Program Coordinator

Julia Crisfield - Career Information Specialist

Guillermo Machado - Placement Specialist/ Information Specialist

Alicia Perez - Secretary

TABLE OF CONTENTS

INTRODUCTORY SECTION

Abstract 1
Introduction 2

METHODS SECTION

Objectives 5
Methods Overview 6
Methods. 8

FINDINGS AND ANALYSIS

Introduction 20
Demographic Information. 21
Services Delivered 22
Evaluation of Project Components 23
Budget 24

CONCLUSIONS AND RECOMMENDATIONS 25

APPENDIX 29

INTRODUCTORY SECTION

ABSTRACT

The Single Parent and Homemaker project, administrated through the CHANGE Center at Miami-Dade Community College, North Campus, was established to promote non-traditional, vocational education. The primary thrust of this project was directed towards those who required economic self-sufficiency with a minimum amount of time spent in college training programs. The report outlines the methods used and services given to the target group. These were structured to meet the grant objectives specified in this report.

Generally, the goals of the project included recruiting single parents and homemakers into vocational education programs which would provide them with improved employment prospects and advancement possibilities. Emphasis was given to non-traditional career areas which offer a high wage potential. Personal, academic, and career counseling was offered in conjunction with support groups, workshops, and classes. Employability skills training was also made available, as well as, employment counseling and referrals.

This program was designed to meet the specific needs of the individual client; it was comprehensive and results oriented. A total of 175 clients of all ages and ethnic backgrounds were given a variety of services, including vocational career counseling to enable them to meet their goals of self-sufficiency and personal advancement.

INTRODUCTION

At Miami-Dade Community College, North Campus, there is a model program called the C.H.A.N.G.E. Center, which has been successful in identifying and serving women in transition and especially displaced homemakers and single parents. The objectives of the grant were to improve the services offered to this target group, and to meet their specific needs as fully as possible. Both homemakers and single parents require support and encouragement to begin the process of career development. They need resources which will enable them to assess their skills and interests, to acquire information on the current job market, and to explore their occupational choices.

In 1982, about two out of every three women aged 25-54 were in the labor force in all ethnic groups. The U.S. Bureau of Labor Statistics projects that this number will increase and by 1995 almost eight out of every ten women, in this age group, are likely to be either employed or looking for work.

More specifically at a local level, women in Dade County represent 52% of the total population; 45% of all women in the county are in the labor force, a higher percentage than experienced by either the State of Florida or the entire nation. The overwhelming majority of these workers are still concentrated in lower-paying, low-status job categories with little chance of advancement. The tremendous pressure borne by female heads of household in terms of financial responsibilities, time constraints, family obligations, and stereotypic demands can be overwhelming. The situation is one which requires a multifaceted approach. The Single Parent and Homemaker Project responds to these needs, with an emphasis on preparing women for vocational occupational careers, especially those with optimum employment and higher than average income potential.

Industry and Occupational Employment Projections states that employment in Dade, Broward and Monroe counties is expected to increase 49% over the thirteen year period of 1982-1995. This is approximately 4% greater than the anticipated rate for the State as a whole.

In the areas of electronics, drafting, and computer programming there is an estimated growth rate of over 80%. Data processing machine mechanics, and office machine services are expected to experience a growth rate of over 100%. The protective service industry is projected to experience a high growth rate of 86% and a total employment of 56,000. Within this subgroup of service workers, guards, combined with police and detectives will account for over 60% of the employment. These figures, and similar ones in other areas of vocational occupations, can be interpreted as an incentive for single parents and homemakers to train for careers in typically non-traditional fields.

During the grant period, a total of 175 clients of the target population were given counseling and supportive services. Of these, 113 were placed in vocational education programs. Additionally, thirty-five were enrolled in the G.E.D. program offered by the CHANGE Center. There were also fifty-nine students enrolled in two-year degree courses who were undecided as to their area of interest and who were taking basic core courses, or upgrading their language and academic skills. In all, a total of 628 services were given; these services included counseling, financial aid and scholarship information, and job placement assistance. A compehensive breakdown of these figures can be found in the Findings and Analysis section of this report.

OBJECTIVES

1. To identify and recruit those single parents and homemakers who are: a) undecided as to their college major, b) taking courses for personal interest, c) desiring to upgrade their skills, or d) who are currently enrolled in Miami-Dade Community College vocational education programs. Special emphasis will be made to recruit minorities and disadvantaged: Total clients served: 175.

2. To provide an opportunity for this population to receive an individual assessment to determine interests, skills and competencies, value

clarification and support services needed: Total services provided: 628.

3. To provide opportuntities to build self-confidence regarding their self-worth and value in the labor market: Total services provided: 118.

4. To provide vocational guidance and information on vocational education programs at Miami-Dade Community College, especially those which are short term: Total services provided: 310.

5. To provide peer support, role modeling and awareness of non-traditional occupations: Not measurable.

6. To facilitate job readiness and aid in job referral and job placement of the target population: Total client served: 42.

METHODS SECTION

PROJECT OBJECTIVES

1. To identify and recruit those single parents and homemakers who are: a) undecided as to their college major, b) taking courses for personal interest, c) desiring to upgrade their skills, or d) who are currently enrolled in Miami-Dade Community College vocational education programs. Special emphasis will be made to recruit minorities and disadvantaged.

2. To provide an opportunity for this population to receive an individual assessment to determine interests, skills and competencies, value clarification and support services needed.

3. To provide opportunities to build self-confidence regarding their self-worth and value in the labor market.

4. To provide vocational guidance and information on vocational education programs at Miami-Dade Community College, especially those which are short term.

5. To provide peer support, role modeling and awareness of non-traditional occupations.

6. To facilitate job readiness and aid in job referral and job placement of the target population.

METHODS

The following is an overview of the activities designed to meet the grant objectives. In the report to follow, each objective will be specified and the methods for accomplishment described.

1. To identify and recruit those single parents and homemakers who are: undecided as to their college major, taking courses for personal interest, desiring to upgrade their skills or who are currently enrolled in Miami-Dade Community College vocational education programs:

    A) Mass mailings
    B) Outreach activities
    C) G.E.D. classes
    D) Workshops
    E) Advisory committee, and coordination with JTPA, community agencies and student service programs

2. To provide an opportunity for this population to receive an individual assessment to determine interests, skills and competencies, value clarification, and support services needed:

    A) Intake questionnaire
    B) Intake interview
    C) Interest tests
    D) Discussion of and preparation for the MAPS (Skills Assessment Test)
    E) Information and referrals to the Career Exploration Center
    F) Referral to G.E.D. preparation courses, basic skills remediation, vocational training courses, and life skills development program (Strategies for Success)
    G) Personal, academic, or vocational counseling

3. To provide opportunities to build self-confidence regarding their self-worth and value in the labor market:

    A) Orientation/Referral
    B) Strategies for Success (support group)

4. To provide vocational guidance and information on vocational education programs at Miami-Dade Community College, especially those which are short term:
5. To provide peer support, role modeling and awareness of non-traditional occupations:

    A) Development of career manual
    B) Career counseling
    C) Workshops
    D) Development of career library
    E) Networking with Vocational Education Departments
    F) Referrals to Career Exploration Center

6. To facilitate job readiness, aid in job referral, and job placement:

    A) One-to-one employability skills counseling
    B) Informational hand-outs
    C) Job referrals - Job bank
    D) Advisory committee

METHODS

1. TO IDENTIFY AND RECRUIT THOSE SINGLE PARENTS AND HOMEMAKERS WHO ARE: A) UNDECIDED AS TO THEIR COLLEGE MAJOR, B) TAKING COURSES FOR PERSONAL INTEREST, C) DESIRING TO UPGRADE THEIR SKILLS, OR D) WHO ARE CURRENTLY ENROLLED IN MIAMI-DADE COMMUNITY COLLEGE VOCATIONAL EDUCATION PROGRAMS. SPECIAL EMPHASIS WILL BE MADE TO RECRUIT MINORITIES AND DISADVANTAGED.

Because recruitment is the first and most crucial key in the success of any educational program, careful attention was given to creating an effective public relations campaign. A variety of strategies were employed to identify and recruit single parents and homemakers who had need of and could benefit from the program services. Several approaches were taken, including the distribution of promotional literature through mass mailings, public presentations, and promotional advertising, as well as, the establishment of a G.E.D. program and a broadly based advisory committee.

Initially, a computer search was conducted identifying students enrolled at Miami-Dade Community College who were either undecided regarding their college major or who were currently enrolled in vocational education programs on campus. A letter (see appendix A) and a brochure describing the support services available were sent to 1,329 students who would benefit from career information and vocational counseling. Secondly, computer data was analyzed comparing male and female enrollments in selected Associate in Science or certificate programs to determine which career fields could be considered non-traditional (see appendix B). Six hundred and eighty-three students enrolled in vocational education were then selected to receive a needs assessment (see appendix C & D) survey and an informational packet explaining the support services offered through the vocational education grant project. A business reply envelope was enclosed to encourage the return of the questionnaire which could then be used to create viable programs for non-traditional career students.

After the mail-out was completed, attention was turned toward community outreach activities. In an effort to broaden our recruitment base, agencies which serve single parents and homemakers were identified and contacted (see appendix E,F & G). Whenever possible, personal visits were made and/or promotional information delivered. In many instances, presentations were made to either counselors or clients and question and answer sessions were conducted. Good community relations were established which encouraged a cooperative referral system.

In an effort to reach minority participants, a G.E.D. program was established which offered students an opportunity to engage in college preparatory skill building. Through experience it was found that single parents and homemakers often displayed an interest in pursuing vocational training, but could not do so because they did not possess a high school diploma. To overcome this barrier to higher education, a G.E.D. program was established as a means of both recruiting and retaining students. Before the program was established, potential students who did not possess the required high school diploma were advised to pursue their G.E.D. training elsewhere and then return when the certification was completed. Unfortunately in most instances, we never saw these potential clients again. Without the support and assistance offered through our program, many individuals lost their initial impetus and never completed their basic skills training. Students are now aware that as they pursue their G.E.D. preparation, personal, academic and vocational counseling are available through the CHANGE Center at Miami-Dade Community College. Opportunities are also available to participate in support groups (Strategies for Success), as well as, workshops which introduce students to technical careers offering a high wage potential. Such workshops include an introduction to non-traditional careers and guided tours through the various technical laboratories available on North Campus. Much interest was stimulated in vocational education through these tours, as students saw first hand where and how vocational training was conducted. Students who initially said they were not interested in non-traditional career areas began to show an interest in previously overlooked fields.

In addition, free workshops were planned which served to inform and support program participants, as well as, recruit potential participants from the community. Such workshops helped to establish program visibility in the community, drawing potential students to the North Campus. Flyers (see appendix H & I) were printed and posted on and off campus to promote the workshops and introduce the CHANGE Center. In general, workshops focused on life skills development issues such as nutrition and wellness, financial planning, budget management and credit establishment.

Lastly, an advisory committee was selected and established for the purpose of strengthening public relations between the educational and business communities, as well as, establishing linkage with JTPA and community agencies. Members were selected from vocational departments at Miami-Dade Community College, local business and industry, and JTPA. Careful attention was given to insure that racial and ethnic minorities, both sexes and the handicapped were represented among the 18 committee members (see appendix J). Advisory committee members received letters of invitation, agendas and a statement of purpose (see appendix K, L, M & N), as well as, CHANGE Center brochures, workshop flyers, and a copy of the career manual (see appendix V) created for single parents and homemakers. The program was introduced and the committee goals were discussed. Members contributed information regarding technical careers in demand and agreed to provide job training, referrals, and placement assistance to students in the program. They were asked to explore on-the-job training opportunities for our clients, as well as, internships and volunteer programs for experiential learning opportunities. Members agreed to assist in organizing a workshop which would provide students with an opportunity to discuss career options with role models in non-traditional career areas. As a result of the advisory committee a support network between the CHANGE Center, the vocational education division, JTPA, and business/industry was established with a mutual exchange of information and resources.

In summary, the promotional strategies employed during the grant period were geared toward recruiting single parents and homemakers while promoting and advocating vocational education.

2. TO PROVIDE AN OPPORTUNITY FOR THIS POPULATION TO RECEIVE AN INDIVIDUAL ASSESSMENT TO DETERMINE INTERESTS, SKILLS AND COMPETENCIES, VALUE CLARIFICATION AND SUPPORT SERVICES NEEDED.

Through an active recruitment process, prospective clients became aware of the services available through the program and often followed up with a phone call and a request for an appointment. Clients entering the CHANGE Center for the first time participated in the following intake procedure, designed to give them a sense of direction, awareness of options, and a possible plan of action.

Initially, the client was asked to complete an intake/assessment questionnaire (see appendix O), based on a model form provided by the Displaced Homemaker Network. The questionnaire was designed to collect pertinent demographic data while also identifying the needs of program participants. In addition, the form included an area for continuous updating of the individual's progress which provided a useful history for both counselor and client. Following the completion of the questionnaire, an in-depth intake interview was conducted to determine how the client's needs might best be served. Interest tests were made available, as well as, information regarding the college's Career Exploration Center. The computer program SIGI was explained and recommended to any student who was unclear about their career direction. Assistance was given in completing admission or financial aid forms. Clients were referred to agencies off campus when they required services not available at Miami-Dade Community College. Appointments were set up with academic advisors in vocational areas or with the job placement department whenever it would benefit the client.

Through the initial individual assessment, the counselor and client created a long range plan of action which may have included personal counseling, vocational and academic counseling, employment counseling, registration for G.E.D. or vocational courses, registration in a life skills development course (Strategies for Success), or community referrals. Additional appointments were then arranged or clients returned on a walk-in basis.

The intake procedure itself, was designed to be a streamlined and effective approach enabling comprehensive and long term planning for success.

3. TO PROVIDE OPPORTUNITIES TO BUILD SELF-CONFIDENCE REGARDING THEIR SELF-WORTH AND VALUE IN THE LABOR MARKET.

It has been stated that the displaced homemaker and single parent are often undergoing a crisis of confidence when they first appear in the program. It must be acknowledged that professional and vocational success are predicated on a foundation of personal well-being, good self-esteem and commitment to one's growth. These personal achievements may appear unattainable at the moment of crisis and early transition.

Recognition of this dilemma led to the creation of a course entitled, "Strategies for Success," which helps individuals examine self-defeating attitudes, overcome limiting behavior patterns, and move towards a sense of personal power and control. It is a class about goal setting and risk-taking. It is about learning that success is available to everyone who is willing to take responsibility and accept the challenge. It is about creating success.

Strategies for Success was designed to help single parents and homemakers transition back into college life. As students became comfortable in a classroom setting, exploring the career options available to them, they began to consider how and when they would pursue their vocational training. In response to anxieties surrounding course planning, selection and registration, orientation sessions were conducted which gave the students an opportunity to increase their awareness of college-wide support services, as well as, college policies and procedures. Students were introduced to college resources such as the Career Exploration Center, the Job Placement Service, the Financial Aid Office, developmental labs and tutorial services. AGIS reports (advisement and graduation information systems) were explained and students learned how to use the system to keep track of their academic requirements, credits earned and G.P.A. Such a thorough orientation helped to alleviate student anxieties and allowed them to use established systems to their best advantage.

As students were eased into the academic setting, obstacles to personal and vocational success were addressed. Through a series of home assignments, class exercises and group discussions, students began to tap inner resources and discover their ability to create positive outcomes in their lives. Group support and feedback enhanced the process as communication skills were developed.

Using the textbook Becoming A Master Student, students had the opportunity to learn how to successfully achieve their goals. Attention was given to study skills such as time management, memory training, and test-taking, as well as, personal issues of health, relationships and money. Career information was presented through workshops which provided the student with an opportunity to tour technical laboratories on campus and ask questions regarding technical training. Career manuals were distributed which were developed through the Vocational Education Project and career options were introduced emphasizing non-traditional careers with a high wage potential.

"Strategies for Success" is the vehicle which moves single parents and displaced homemakers from a place of anxiety and self-doubt to confidence and excitement about the future. With enhanced self-esteem they feel more ready to examine career options and make decisions. (see appendix P & U).

4. TO PROVIDE VOCATIONAL GUIDANCE AND INFORMATION ON VOCATIONAL EDUCATION PROGRAMS AT MIAMI-DADE COMMUNITY COLLEGE, ESPECIALLY THOSE WHICH ARE SHORT TERM AND 5) TO PROVIDE PEER SUPPORT, ROLE MODELING AND AWARENESS OF NON-TRADITIONAL OCCUPATIONS.

In order to provide vocational guidance and disseminate information on the vocational education programs available at Miami-Dade Community College various methods were used. Special emphasis was placed on short-term training opportunities, and two year Associate in Science degree programs, especially those in non-traditional fields with higher income potential. The methods used to meet these objectives included the development of a career manual (see appendix V), career counseling, workshops, and establishing a career library. In addition, a networking system with Vocational/Technical Education Departments was established, and referrals were made to the Career Exploration Center at North Campus.

The career manual was developed to stimulate interest in, and provide information about non-traditional, vocational education for our target population of single parents and homemakers. The initial research was carried out from data obtained from computer printouts. These included the SIGI and CHOICES programs, and also the Florida State Employment Service Job Bank printouts which were made available to us by the Career Exploration Center. The latter were used to gauge the current employment needs in specific areas. Those commensurate with our objectives were included in the manual. The Occupational Outlook Handbook was used for the same purpose. Since Miami-Dade Community College offered programs and courses in the majority of career areas, contact was made with coordinators in the various Vocational Education Departments. Interviews with these personnel confirmed our initial findings and provided additional information, which was included in the manual. Information from career books, directories and manuals were also used during the research period. In compiling the manual, careers with good advancement and earning potential were promoted.

Once printed and bound, the manual became an important part of the career counseling process. New students coming into the CHANGE Center were encouraged to pursue careers included in the manual. The advantages of vocational education were stressed and clients were encouraged to meet with personnel in the Vocational Education Departments. A contact list was compiled for this purpose to offer students more personalized attention and service. Those students who were undecided in their career field were also encouraged to consider vocational education, especially in the non-traditional area.

More generally, and of necessity, counseling took into consideration the individual needs of the client. These were of course varied. Many single parents and displaced homemakers needed short-term placement and long-term career exploration. Many were considering career transitions and requested assistance in goal identification and clarification. Some required information on available resources for self-direction, and labor market information. Other areas included financial planning and assistance, academic advisement and assessment testing. The career counseling process was structured to satisfy all these requirements. When necessary, referrals were made to specific agencies and departments.

As an extension of career counseling, target groups were exposed to informal, mini workshops where the issues of employment in vocational occupations were discussed and explored. It was found that students were open to, and enthusiastic about, careers in these areas. It was apparent that previously many were either unaware of, or had discounted, the possibility of finding employment in vocational, non-traditional fields. A contributing factor to this change was a series of guided tours arranged in conjunction with Vocational Education Departments. The advantages of short-term programs, less than two years, especially those with above average earning potential were emphasized.

A career library was compiled to allow individuals easy access to career information and other relevant material. Approximately thirty books were added to the existing collection (see appendix Q) and an informal lending/return system was set up. Some career aptitude, and interest testing literature was included. With the exception of a few publications, students were free to borrow books for a reasonable period of time.

Networking with Vocational Technical Education Departments was a significant part of the career education program. Initially chairpersons or coordinators were contacted, and discussions held on the subject of mutual needs and objectives. Course requirements and general training procedures were clarified and advisement plans implemented. A career file was set-up to make this information readily available, together with a contact list of personnel for additional information or consultation.

When students requested more formal and in-depth career aptitude testing, they were referred to the Career Exploration Center. Resources there enabled them to use computers and directories in order to explore their career options more fully. SIGI is a computer based system of interactive guidance and information designed to examine values, locate occupations and compare them with others of interest. SIGI also enables students to determine strategies to evaluate occupations in terms of rewards and risks and lists licensing or certification requirements. It also cites sources of financial aid. CHOICES has information on approximately one thousand careers in Florida; it lists job openings through the Florida State Employment Service Job Bank. This program is designed to explore and compare related available careers. The Career Exploration Center also offers an extensive library of reference books, materials and microfilm information. Most students found these resources helpful and constructive.

Peer support has always been an integral component of the CHANGE Center program; the Single Parents and Homemakers Project was no exception. Through "Strategies for Success," students were encouraged to use their support group to network with Vocational/Technical Education Departments and arrange group interviews with department coordinators to explore career options more fully.

A list of six hundred and eight-three women, currently enrolled in vocational education courses was compiled. This served as a contact list for students seeking first hand information in their specific career area. The career manual (see appendix V) was devised to increase awareness in non-traditional occupations. As previously mentioned, it was used extensively as an adjunct to career counseling. When a client was interested in pursuing a career area not offered by Miami-Dade Community College they were referred to outside agencies.

6. TO FACILITATE JOB READINESS AND AID IN JOB REFERRAL AND JOB PLACEMENT OF THE TARGET POPULATION.

The true measure of any vocational training program is not only the skills acquired through education, but successful job placement and ultimately job retention. In an effort to facilitate job referral and job placement, a job bank was established through a public relations effort. Human resource departments of major companies were contacted by phone and mail and personal visits were arranged whenever possible (see appendix R & S); the project was explained and promoted as a source of trained, motivated employees. This process was initiated in the fourth quarter of the grant period and will be continued through the next funding cycle, maintaining and expanding the job referral system. Additional networking was accomplished through the advisory committee, creating positive linkage with business and industry, as well as, JTPA, community agencies and student support services on campus.

In addition, students who wanted to prepare themselves for the job search were offered one-to-one counseling sessions covering resume development, job seeking techniques, and interviewing skills. As students inventoried their skills, interests and personal qualifications, counselors helped them to identify transferrable skills, while helping them to develop an effective resume. Students were given informational hand-outs describing both the chronological and functional resume formats with basic information regarding resume layout. Written materials concerning cover letters, application forms, telephone techniques and interviewing skills were distributed to all students who were involved in a job search.

Students requiring employability skills training and job placement assistance fall into two major categories; those who must work to support themselves while completing their vocational training (see appendix T) and those who anticipate graduating shortly. As the number of students who near graduation increases, we expect that the request for these services will increase proportionately.

FINDINGS AND ANALYSIS

FINDINGS

During the grant period a total of 175 clients were seen and received one or more services from the CHANGE Center. All these clients fell within our target population of single parents and/or homemakers. A breakdown of these services and additional data will follow.

As a result of our recruitment efforts, many people who did not fall within our guidelines, were attracted to the program. However, the figures included in this report only reflect our target population and do not include the many additional services given.

Services were offered in a variety of areas in response to client needs. The greatest demand was in the area of career/education counseling. This included vocational education information on non-traditional careers, short-term training programs, and academic advisement. Personal counseling was a significant component of these services, as were the group sessions which took place in the Strategies for Success program and workshops. When the needs of a client fell outside the parameters of our program, for example, crisis intervention, referrals were arranged with outside agencies. When in-depth assessment testing was needed students were referred to the Career Exploration Center. Financial aid, scholarship and employment information was also given in response to client needs; the latter in conjunction with pre-employment preparation. Overall, a total of 628 services were given on a one-to-one basis; this figure did not include group counseling sessions or workshops.

DEMOGRAPHIC INFORMATION

TARGET POPULATION:

Total number of clients served:	175
Single Parents	*121
Homemakers	*105

SEX:

Female	173
Male	2
TOTAL:	175

AGE:

a)	17 and under	1	0.6%
b)	18-21	8	4.5%
c)	22-24	16	9.1%
d)	25-34	55	31.4%
e)	35-44	63	36.0%
j)	45-54	26	14.9%
g)	55-64	5	2.9%
h)	65 and over	1	0.6%
	TOTAL:	175	100.0%

ETHNIC GROUPS:

White	58	33.1%
Black	84	48.1%
Hispanic	27	15.4%
Native American	2	1.1%
Asia or Pacific Islander	2	1.1%
Other	1	0.6%
Did not indicate	1	0.6%
TOTAL:	175	100.0%

* The sum of these numbers are greater than the total because many single parents were also homemakers.

SERVICES

INDIVIDUAL:*

Personal Counseling	137
Assessment Testing	31
Career/Educational Counseling	288
Life Skills Development	57
Pre-Employment Preparation	28
Job Placement & Assistance	14
Financial Aid/Scholarship	49
Referrals	24
TOTAL	628

Number of students enrolled in Strategies for Success -	61
Workshop participants -	81

OUTCOMES:

A.	Students enrolled in Associates in Science degree programs -	74
B.	Students enrolled in General Education Diploma (GED) classes -	35
C.	Students enrolled in Vocational/ Technical Certificate Programs -	22
D.	Students enrolled in Non-traditional Career Programs -	17
E.	Undecided and/or upgrading skills -	59

---

* Figures reflect some multiple visits by a client for the same service, and multiple visits by the same client for different services.

EVALUATION OF PROJECT COMPONENTS

STRATEGIES FOR SUCCESS COURSE:

Enrollment and participation in this course for the project duration was 61. Although this number was smaller than anticipated, individuals who completed the class were extremely enthusiastic (see appendix P). Response was so positive that a second class has been developed and will be offered as a follow-up for interested participants.

An evaluation (see appendix U) was distributed and participants rated instructor and course effectiveness. Results reflected the positive value of the support and networking aspects of the course.

NON-TRADITIONAL CAREER WORKSHOPS:

This workshop was presented both off and on campus to single parents and homemakers in a variety of settings. The purpose was to provide current information on non-traditional and/or high wage potential careers in vocational education. The career guide was also distributed to participants. Evaluations (see appendix U) were positive and results indicated that this was new information to most audiences.

LIFE SKILLS DEVELOPMENT WORKSHOPS:

Although this activity was not funded by the grant, it was targeted specifically for single parents and homemakers. Two workshops were offered: "Money Matters" and "Aim For A Healthier You." Evaluations (see appendix U) indicated relevant information with new strategies for implementation.

BUDGET*

Personnel		$17,977.00
10/86-6/87	Program Coordinator, Susan Alvey (full-time)	
12/86-6/87	Career Information Specialist, Julia Crisfield (part-time)	
2/87-6/87	Placement Specialist/Information Specialist Guillermo Machado (part-time)	
Fringe Benefits		$ 3,300.00
Total Salaries		$21,277.00
Out-of-County Travel (Leadership Development Conference - Tampa)		$ 400.00
Educational Materials (Books & Literature for Career Library)		$ 280.00
Covers, Printing & Binding (For Career Manual)		$ 414.00
Total Costs		$22,371.00

Presentors for workshops, "Strategies for Success" instructors and office supplies were paid for by college dollars.

* All amounts are approximate. Final budget figures were unavailable at this date.

CONCLUSIONS AND RECOMMENDATIONS

CONCLUSIONS AND RECOMMENDATIONS

One hundred and seventy-five(175) single parents and homemakers were recruited and served during the grant funding period, each receiving an opportunity to evaluate life experiences, skills, aptitudes and interests with an emphasis on career exploration and the development of an educational plan. Personal counseling and support groups provided each client with an opportunity to build self-esteem and overcome obstacles to success.

All six grant objectives were addressed during the funding period with a high measure of success in each. The program components which were most effective in promoting vocational education to our population, included the development of a career manual with adjunctive career information workshops and individual career counseling sessions. The class "Strategies for Success" provided an atmosphere conducive to esteem-building, value clarification, and goal setting, while providing an important support system for individuals in transition. Students completing the course felt that the experience gave them a solid foundation for the achievement of success in their lives. Those individuals who needed an opportunity to establish confidence and upgrade their basic skills were invited to participate in the G.E.D. preparation class. With renewed confidence in their ability to be successful in the classroom, and a G.E.D. diploma, they were able to consider vocational training. In addition, those clients who wished to enroll in vocational courses but could not because they lacked a high school diploma, were given an opportunity to overcome this barrier through the G.E.D. preparation class. The G.E.D. class was an important recruitment and retention activity for our target population.

The success of this grant project is ultimately reflected in the number of clients recruited (which exceeded the original goal), as well as, the wide variety of services offered to and received by the target population. Observations were made, however, which might improve the efficiency and effectiveness of future projects, increasing the number of students recruited and placed in vocational programs.

In the area of recruitment, it was observed that mass mailings sent to students who were identified as undecided regarding their major field of study, and not yet in the CHANGE Center program, yielded very little response. Students were invited to come to the CHANGE Center for personal, academic or vocational counseling, but very few took advantage of this invitation. It is possible that in addition to this open ended invitation, an event needs to be organized at the Center with a specific date and time which would be in the nature of an open house; other promotional strategies could be considered. Once students have had the opportunity to meet the staff, see the facilities and feel more comfortable in the Center, the chance that they would return for other program activities would be greatly enhanced. Subject to funding, other incentives to program participation would be, tuition, child care and transportation assistance. These factors frequently prove to be major obstacles to single parents and homemakers who are usually financially distressed.

The use of any advertising monies needs to be carefully evaluated, as the distribution of publicity materials has a major effect on recruitment success. A variety of flyers targeting single parents and homemakers could be developed and distributed to key sites in the community. Public service announcements could also be used as a means of increasing community interest and response. The types of agencies targeted for these publicity efforts needs to be carefully identified.

Once recruitment goals have been met additional program activities could be established, which would further introduce and promote vocational education. Because guided tours within the vocational technical laboratories located at Miami-Dade Community College, North Campus, were met with such a positive response, it seems advisable that these tours be continued and possibly the number increased. It may even be advantageous for students to have an opportunity to attend vocational classes in session, in order to gain a certain degree of familiarity with classroom activities. This may be the pivotal experience which helps the prospective student determine whether this field of study holds an interest for them. A program could also be more fully developed, which links students interested in a particular field, with students who are already participating in these courses. It is important that students considering non-traditional careers have as many resources for information and support as possible. Development of these resources is an ongoing part of the project.

The CHANGE Center is an excellent home-base for single parents and homemakers who are experiencing major life changes. It is recognized as a permanent and integral part of the North Campus organizational structure and has established itself as a successful vehicle for recruitment and retention of students. It provides an atmosphere conducive for the implementation of grant objectives, thus giving our target population many opportunities to explore traditional and non-traditional careers, especially those with short training programs and high wage potential. With data suggesting that women and children will represent the majority of individuals living at or below poverty level, programs such as ours open doors to individuals, and enable them to reach their full potential. As we continue to serve the target population on an expanding basis the goal of helping single parents and homemakers become financially independent and secure will become a reality for a wider segment of our society.

REFERENCES CITED

(In addition to those in the Career Manual)

Florida Employment Projections. South Florida Regional Planning Council 1982-1995. State of Florida Department of Labor and Employment Security Division of Labor, Employment and Training Bureau of Labor Market Information. Tallahassee, Florida, 1985.

Hernandez-Murrel, Nora. Underemployed Female Heads of Households. Miami-Dade Community College, 1984.

Using Labor Market Information in Career Exploration and Decision Making. National Occupational Information Coordinating Committee. Department of Defense 1986. Garrett Park Press. P. O. Box 190-B, Garrett Park, MD 20896.

APPENDIX

CHANGE Center
North Campus
11380 N.W. 27th Avenue
Miami, Florida 33167-3495
(305) 347-1149

MIAMI-DADE
COMMUNITY COLLEGE
Number one in America.

APPENDIX A

November, 1986

Dear Student:

We all know that success means different things to different people. The important question is however, what does success mean to you??

Whatever your definition of success, the CHANGE Center at Miami-Dade Community College, North Campus, supports your efforts to discover yourself and achieve your potential. We offer personal, academic, and career counseling, as well as, classes specially designed for women in transition. In addition, the Department of Education, has recently funded a Vocational Education Grant designed to help women become aware of non-traditional career opportunities with high wage potential.

If you are having difficulty deciding on a major course of study, would like assistance planning your schedule, or could benefit from the wide variety of support services outlined in our brochure, please call us at 347-1136 to set up an appointment with one of our counselors.

We look forward to assisting you.

Sincerely,

Susan Alvey

Susan Alvey
Program Coordinator
CHANGE Center

SA/ap

NON-TRADITIONAL CAREERS

The following vocational programs were analyzed to determine which could be classified as non-traditional career areas. The number of male and female enrollments were compared, analyzed and recorded. This information was then used as a guideline for our emphasis on non-traditional careers.

	FEMALE/MALE
Air Conditioning	2 : 42
Architectural Technology	5 : 19
Aviation Administration	11 : 27
Building Construction Technology	2 : 29
Business Data Processing	230 : 161
Cinematography	8 : 18
Civil Engineering	0 : 5
Commercial Art & Advertising Design	37 : 32
Commercial & Industrial Photography	25 : 28
Criminal Justice Administration	29 : 71
Electrical Distribution Technology	1 : 7
Electromechanical Technology	0 : 15
Engineering Drawing and Design	5 : 19
Fire Science Technology	6 : 78
Fire Service Administration	0 : 5
Funeral Service Education	50 : 68
Graphic Arts Science	5 : 13
Management Development	38 : 33
Marketing Management	42 : 36
Radio/TV Broadcasting Technology	36 : 53

CHANGE Center
North Campus
11380 N.W. 27th Avenue
Miami, Florida 33167-3495
(305) 347-1149

APPENDIX C

MIAMI-DADE
COMMUNITY COLLEGE
Number one in America.

January, 1987

Dear Student:

CONGRATULATIONS! According to our records you have selected a technical training program at Miami-Dade Community College, North Campus. As you may already know, jobs for the untrained are rapidly disappearing, while the demand for people with technical skills is growing dramatically.

We at the CHANGE Center have a new program specially designed for students who are pursuing Associate of Science and Certificate programs. We provide personal, academic and vocational counseling to all interested students, as well as, specific information regarding non-traditional careers. We are very interested in meeting the needs of students pursuing a technical training program here at Miami-Dade Community College and would like to know how we can serve you more effectively. Please complete the following questionnaire and return it to the CHANGE Center in the enclosed business reply envelope.

Also enclosed you will find a brochure describing some of the services offered through the Center. Please feel free to stop by the CHANGE Center located in Scott Hall, Room 1314, anytime to visit our facility or call us at 347-1136 for an appointment with one of our counselors.

We look forward to hearing from you.

Sincerely,

Susan Alvey

Susan Alvey
Program Coordinator
Vocational Education Support for
Single Parents and Homemakers

Enclosures

SA/ap

APPENDIX D

STUDENT QUESTIONNAIRE
Needs Assessment

STUDENT NO.________________

NAME: ____

ADDRESS: ____

PHONE NO.: (home) ______________ (work) ______________

AGE: ________ MARITAL STATUS: ________________

NUMBER OF CHILDREN AGE 0 - 18: ________________

The CHANGE Center offers the following services to all students. Please indicate which of these services will be of special value to you:

PERSONAL COUNSELING (PC)

______ Individual Counseling

______ Support Group

______ Crisis Intervention

______ Community Referrals

ASSESSMENT AND TESTING (AT)

______ Interest testing

______ Skills assessment

CAREER/EDUCATIONAL COUNSELING (CEC)

______ Information on traditional and non-traditional careers

______ Information on educational options (academic advisement)

-OVER-

______ Information on G.E.D. training

______ Information on short-term training programs

______ Information on Financial Aid

LIFE SKILLS DEVELOPMENT (LSD)

______ Clarify options and goals

______ Improve self-esteem and confidence

______ Strengthen assertiveness

______ Build coping skills

______ Explore career options

______ Improve study skills

PRE-EMPLOYMENT PREPARATION (PEP)

______ Information on preparing resumes

______ Information regarding job applications

______ Information on how to handle the job interview

______ Information on how to negotiate salary

JOB PLACEMENT (JP)

______ Assistance in finding a full or part-time job to help you work through school.

______ Assistance in finding a job in a field you have trained for.

OUTREACH - COMMUNITY CONTACTS

AMERICAN BLACK COMMUNITY CENTER
4300 N. W. 12th Avenue
Miami, FL 33127
Phone: 635-5122
Contact: Ms. Wiggs

BIG BROTHERS, BIG SISTERS OF GREATER MIAMI
2121 Ponce de Leon Blvd, Suite 320
Coral Gables, FL 33137
Contact: Richard Solow, Director

BUSINESS ASSISTANCE CENTER
6600 N. W. 27th Avenue
Miami, FL 33147
Contact: Ms. Walton

CENTRE FOR CONTEMPORARY COUNSELING
17101 N. E. 19th Avenue, #103
North Miami Beach, FL 33162
Contact: Ms. Coral Schlosberg

C.O.P.E. CENTER (North)
1773 N. W. 54th Street
Miami, FL 33142
Contact: Ms. Richards

DORSEY SKILLS CENTER
7100 N. W. 17th Avenue
Miami, FL 33126
Contact: Ms. Lawson

FAMILY HEALTH CENTER
5361 N. W. 22nd Avenue
Miami, FL 33142

HOSPICE
111 N. W. 10th Avenue
Miami, FL 33128
Contact: Ms. Esther Robinson

JESCA COMMUNITY ASSOCIATION
2400 N. W. 54th Street
Miami, FL 33142

JOSEPH CALEB CENTER
5400 N. W. 22nd Avenue
Miami, FL 33142

LIBERTY SQUARE CENTER
1415 N. W. 63rd Street
Miami, FL 33147
Contact: Ms. Coles

NORTH MIAMI MENTAL HEALTH CENTER
9400 N. W. 12th Avenue
Miami, FL 33150
Phone: 691-0091
Contact: Mr. Robert Ward

NORTH SHORE MEDICAL CENTER (Women's Department)
1100 N. W. 95th Street
Miami, FL 33150
Contact: Ms. Cindy Alness

REVIVAL CENTER DAY CARE
6702 N. W. 15th Avenue
Miami, FL 33147

SCOTT CARVER HEALTH CENTER
22nd Avenue & 72nd Street
Miami, FL
Contact: Ms. Kemp

WOMEN'S RESOURCE COUNSELING CENTER
1108 Ponce de Leon Blvd.
Coral Gables, FL 33134
Contact: Ms. Susan Scholz, Director

Y.W.C.A. OF GREATER MIAMI
210 N. E. 18th Street
Miami, FL 33132
Contact: Ms. Ruth Donavon

APPENDIX F

METROPOLITAN DADE COUNTY, FLORIDA

METRO-DADE

DEPARTMENT OF HUMAN RESOURCES
OFFICE OF HUMAN DEVELOPMENT

ADVOCATES FOR VICTIMS

VICTIMS ADVOCATE PROGRAM
1515 N.W. 7 STREET
SUITE 213
MIAMI, FLORIDA 33125
(305) 547-7933

SAFESPACE SHELTER FOR BATTERED WOMEN
P.O. BOX 186
MIAMI, FLORIDA 33137
(305) 579-2915

ADVOCATES FOR SEXUALLY ABUSED CHILDREN
1515 N.W. 7 STREET
MIAMI, FLORIDA 33125
(305) 547-7933

March 30, 1987

Elizabeth Humes-THOMAS
Change Center
Miami Dade Community College
North Campus
11380 N. W. 27 Avenue
Miami, Florida 33167

Dear Ms. Humes:

Thank you so much for speaking to our clients at Safespace on March 23. Sharing your precious time, knowledge and experience on "Change of Life with school, support, G.E.D., etc." is invaluable to our residents.

We hope you also found this experience meaningful and welcome your comments on the enclosed sheet.

Again, thank you for your time and assistance, but most importantly for caring and sharing yourself with those less fortunate.

Sincerely,

Linda G. Shanks

Linda G. Shanks
Coordinator
Safespace

fs

cc Aline Zucker

APPENDIX G

BIG BROTHERS/BIG SISTERS OF GREATER MIAMI, INC.

MAIN OFFICE: 2121 Ponce de Leon Blvd., Suite 320, Coral Gables, Florida 33134 • (305) 441-9354

OFFICERS

C. RANDOLPH COLEMAN, ESQ.
President

JAMES J. MOONEY, A.C.S.W.
President Elect

MICHAEL A. LEVINE
First Vice President

DONNA M. MIHALIK
Second Vice President

CAROL SIEGER-WAKEFIELD
Treasurer

JAMES FARRINGTON, JR.
Secretary

BETTE ELLEN QUIAT, ESQ.
Past President

STEPHANIE K. SOLOVEI, M.S.W.
Executive Director

DIRECTORS

Louise Brezin
Terilyn Cleghorn
Dr. John J. Gentile
Joseph L. Jackson
Cathy Jones
William C. Martin, J.D., D.J.S.
Miguel A. Reyes, A.C.S.W.
Rodolfo Sánchez
Richard Charles Wolfe, J.D.
Barbara B. Burdette
Stanley W. Galloway
Jessie Holt
Mary Johnson
Jack E. Karson
Wesley Newhouse
Michael I. Pappas
Roland H. Rolle
Paul L. White

ADVISORY BOARD

George R. Bassett
Mrs. David T. (Marlene) Berg
James C. Black
Robert F. Ehrling
Donald Koonce
Dr. William T. Kruglak, II
Mel Lazerick
Paulette Le Pelch
Mario R. Lopez, C.P.A.
Mercy Diaz Miranda
Jeanne A. Nicoll
Leslie Pantin, Sr.
Joseph Robbie
Joann Ryburn
Robert C. Sommerville
Bob Soper
Sherwood Weiser
Otis Wragg, III

April 30, 1987

Ms. Susan Alvey
The Change Center
Miami Dade Community College, North Campus
11380 N.W. 27th Avenue
Miami, FL 33167

Dear Susan:

I want to thank you for your presentation at our Staff meeting. I hope that our social work staff will be able to make meaningful referrals to your worthwhile program.

Please don't forget our need for female children from the ages of 6 to 13 who may need consistent postive adult relationships. Incidently, girls in our program do not have to necessarily come from single parent families as long as there is a need for a volunteer.

Again, thanks.

Sincerely yours,

Richard

Richard A. Solow, M.S. LMHC
Director Social Services

AFFILIATIONS: *Big Brothers/Big Sisters of America & United Way of Dade County*

APPENDIX H

THE CHANGE CENTER

presents

Money Matters

A **FREE** Workshop for Women
Who Wish To:

- *Establish their own credit*
- *Clear or separate a credit file*
- *Understand a credit report*
- *Design a workable budget*
- *Ask creditors to reduce payments*

Gail E. Siebe, Financial Counselor and
Michael D. Lozoff, Esquire, will present
a two hour workshop.

DATE: June 4, 1987
TIME: 10:00 a.m. to 12:00 noon
PLACE: Miami-Dade Community College
11380 N.W. 27th Avenue
Scott Hall, Room 1324

Please Call Susan Alvey at 347-1136 to reserve a seat.

Miami-Dade is an equal access/equal opportunity community college and does not discriminate on the basis of handicap in compliance with the Rehabilitation Act, Section 504. The collegewide coordinator for compliance is the Director of Minority Affairs and Equity Programs.

Celebrate Women's History Month

"AIM FOR A HEALTHIER YOU!"

SPEAKER

JOYCE JULIEN MS RD

REGISTERED DIETITIAN

When: March 19. 1987

Thursday

Time: 12:15 PM - 2:15 PM

Where: Room 1324

ADMISSION FREE

ROSTER - ADVISORY COMMITTEE

Alvey, Susan, Program Coordinator
Vocational Education Support
for Single Parents and Homemakers
Miami-Dade Community College, North
11380 N. W. 27th Avenue, Room 1314
Miami, FL 33167
Phone: 347-1136

Dreyfuss, Nancy
Engineering Technician
Dade/Baxter Travenol
1851 Delaware Parkway
Mail Station #12
Miami, FL 33125
Phone: 633-6461 (x 528)

Edwards, Paul, Coordinator
Disabled Student Services
Miami-Dade Community College, North
11380 N. W. 27th Avenue, Room 6115
Miami, FL 33167
Phone: 347-1272

Farber, Marilynn
12860 S. W. 15th Manor
Davie, FL 33325
Phone: 475-8750

Gearhart, Darwin, Chairperson
Funeral Services Education Department
Miami-Dade Community College, North
11380 N. W. 27th Avenue, Room 3142-1
Miami, FL 33167
Phone: 347-1245

Jackson, K. C.
Marketing Representative
Private Industry Council
7220 N. W. 36th Street, Suite 300
Miami, FL 33166
Phone: 594-7615

Kobelin, Joel
Civil Engineering Department
Miami-Dade Community College, North
11380 N. W. 27th Avenue, Room 3242-55
Miami, FL 33167
Phone: 347-1220

Latham, Laura Sue
Hialeah Women's Club
15864 West Wind Circle
Sunrise, FL 33326
Phone: 389-9210

Lero, Susan, Director
CHANGE Center
Miami-Dade Community College, North
11380 N. W. 27th Avenue, Room 1314
Miami, FL 33167
Phone: 347-1135

Levy, Richard, Director
Personnel Office
Northshore Hospital
1100 N. W. 95th Street
Miami, FL 33150
Phone: 835-6171

Machado, Guillermo,
Information Specialist/Placement Specialist
Miami-Dade Community College, North
11380 N. W. 27th Avenue, Room 1314
Miami, FL 33167
Phone: 347-1149 .

Mitchell, Teresa, District Council
51 S. W. 1st Avenue
Miami, FL 33130
Phone: 536-4720

Portell, Rachel, Coordinator
Job Placement Office
Miami-Dade Community College, North
11380 N. W. 27th Avenue, Room 1103
Miami, FL 33167
Phone: 347-1037

Siegel, Ellen R., CLU
Berkshire Life Insurance Company
8401 N. W. 53rd Terrace, Suite 202
Miami, FL 33166
Phone: 593-1564

Shaikh, Saeed, Chairperson
Electronics Department
Miami-Dade Community College, North
11380 N. W. 27th Avenue, Room 3242-88
Miami, FL 33167
Phone: 347-1168

Smith, David, Coordinator
Commerical and Graphic Arts
Miami-Dade Community College, North
11380 N. W. 27th Avenue, Room 3212
Phone: 347-1169

Vasquez, Vince, Manager
Compucare Center
2754 N. W. North River Drive
Miami, FL 33142
Phone: 633-7777

Walton, Mike, Chairperson
Business Data Processing
Miami-Dade Community College, North
11380 N. W. 27th Avenue, Room 3242-11
Miami, FL 33167
Phone: 347-1205

CHANGE Center
North Campus
11380 N.W. 27th Avenue
Miami, Florida 33167-3495
(305) 347-1149

APPENDIX K

MIAMI-DADE
COMMUNITY COLLEGE
Number one in America.

May, 1987

Dear

Thank you for your willingness to serve as a member of the Committee for Vocational Education Support for Single Parents and Homemakers. We are pleased by your interest and support of our target population and look forward to your expertise in providing technical assistance in your field.

The CHANGE Center presently offers a wide variety of support services to adults who are in the process of re-training. In an effort to more fully serve individuals in need of career information, training, and placement, we have established the above committee.

We are very aware of the demands on your time, therefore the meetings will be held only two or three times a year. We believe in quality of time spent rather than quantity.

I have attached a copy of our goals and agenda for you to review prior to our first meeting scheduled May 14, 1987 from 2:00 to 3:30 p.m. in Room 1323, Scott Hall.

We thank you in advance for your participation.

Sincerely,

Susan Lero

Susan Lero
Director
CHANGE Center

Enclosure

SL/ap

AGENDA

Committee for Vocational Education Support for
Single Parents & Homemakers

CHANGE Center
Miami-Dade Community College
11380 N. W. 27th Avenue

Scott Hall, Room 1323
Time: 2:00 to 3:30 p.m.
Thursday, May 14, 1987

1. Welcome
2. Introductions
3. Background of project and its role in the community.
4. Statement of Purpose
5. Plan of Action

Committee for Educational and Vocational Support for Single Parents and Homemakers

Statement of Purpose

1. To strengthen the ties between the CHANGE Center, the Vocational Education division and business/industry.

2. To provide a speaker's bureau for career workshops.

3. To provide the opportunity for students to meet with faculty members who are knowledgeable of the student's specific career area and who have demonstrated a desire to help students achieve their career goals.

4. To establish a network between the CHANGE Center and business/industry for the purpose of job placement and referral:

    a) Help students obtain part-time employment in their chosen field either during the school year or during the summer.
    b) Help students obtain employment after graduation from a vocational program.

CHANGE Center
North Campus
11380 N.W. 27th Avenue
Miami, Florida 33167-3495
(305) 347-1149

APPENDIX N

MIAMI-DADE
COMMUNITY COLLEGE
Number one in America.

May, 1987

Dear

We were very pleased that you were able to attend the May 14th meeting of the Committee for Vocational Education Support for Single Parents and Homemakers. Your attendance and participation helped to make the meeting a productive working session.

As we work together toward our goal of training and placing students in technical fields, we look forward to maintaining an open line of communication with all committee members. A free exchange of information, ideas, and job contacts will serve to enhance the support system we are creating for our student population. With your help we feel confident that we will be able to design and maintain programs that will prepare our students to meet current business and industry needs.

Again we wish to thank you for the time and expertise you have committed to these goals for your willingness to serve on this committee.

Sincerely,

Susan Lero

Susan Lero
Director
CHANGE Center

SL/ap

FOR OFFICE USE ONLY

______ Single Parent

______ Homemaker

______ Other

____
DATE OF APPLICATION

The following questionnaire will help us to know you better and will help us to serve your needs more effectively. It also will give us the information requested by our state funding source. Please take as much time as you need to answer all of the questions completely and accurately.

PARTICIPANT INTAKE INFORMATION

1. NAME ______________________________

2. STUDENT NO.____________ 3. SOCIAL SECURITY NO.____________

4. ADDRESS ______________________________

5. CITY ____________ 6. STATE ________ 7. ZIP CODE ________

8. PHONE NO.- HOME____________WORK ____________

9. Name, telephone number and address of person who will know how to contact you ______________________________
____

Circle one(1) answer for each item.

10. SEX:
    a. Female
    b. Male

11. AGE:
    a. 17 and under
    b. 18-21
    c. 22-24
    d. 25-34
    e. 35-44
    f. 45-54
    g. 55-64
    h. 65 or older

12. RACE/ETHNICITY:(The following data is required by the U.S. Department of Education)
    a. White
    b. Black
    c. Hispanic
    d. Native American
    e. Asian or Pacific Islander
    f. Other: ______________________________

13. Total number of children: __________

14. Number of dependents age 0-18: ________

15. Marital Status:
    a. married
    b. single
    c. divorced
    d. separated
    e. widowed

16. Are you single, separated, divorced, or widowed with sole or joint custody of children:
    a. yes
    b. no

17. Education:
    a. 1-8 years
    b. 9-11 years
    c. High school graduate or equivalency (GED)
    d. College courses without a degree
    e. Associate of Arts or Associate of Science Degree
    f. Bachelor's degree
    g. Master's degree

18. Are you presently enrolled at Miami-Dade Community College:
    a. yes
    b. no

If so, what is your major course of study ____________________

How many credits have you accumulated so far _________________

19. Have you attended any business or technical schools? If so, please list their names and any diplomas or certificates awarded: ____
____

20. Current annual household cash income from all sources:
    a. Less than $ 5,000
    b. $ 5,000 - $10,000
    c. $10,000 - $15,000
    d. $20,000 - $25,000
    e. $25,000 or more

21. Source of income (Circle all that apply)
    a. Salary
    b. Spousal support
    c. Child support
    d. AFDC
    e. Other public assistance, not AFDC
    f. Social Security
    g. Food Stamps
    h. Medicaid
    i. Other: ________

22. Employment History:
    a. Years spent as homemaker with no substantial employment outside the home:
        1. 0-1
        2. 2-5
        3. 6-10
        4. More than 10
    b. Years paid part-time employment:
        1. 0-1
        2. 2-5
        3. 6-10
        4. More than 10
    c. Years paid full-time employment:
        1. 0-1
        2. 2-5
        3. 6-10
        4. More than 10
    d. Types of work experience: (Circle all that apply)
        1. Managerial/Administrative
        2. Professional
        3. Technical
        4. Sales
        5. Clerical
        6. Skilled trades/Craft worker
        7. Service worker
        8. Not applicable, have not worked outside the home.
        9. Other: ______________________________

23. How did you hear about the program? (Circle all that apply)
    a. Newspaper
    b. Television
    c. Radio
    d. Poster/Brochure
    e. Friend/Relative
    f. Social Service Agency
    g. Educational Institution
    h. Other: ______________________________

Please help us to meet your needs more completely by checking any of the services below which would be of value to you.

PERSONAL COUNSELING (PC)

________ Individual Counseling

________ Support Group

________ Crisis Intervention
________ Commuinity Referrals

ASSESSMENT AND TESTING (AT):

________ Interest testing

________ Skills assessment

CAREER/EDUCATIONAL COUNSELING (CEC):

________ Information on traditional and non-traditional careers

________ Information on educational options (academic advisement)

________ Information on G.E.D. training

________ Information on short-term training programs

________ Information on Financial Aid

LIFE SKILLS DEVELOPMENT (LSD):

________ Clarify options and goals

________ Improve self-esteem and confidence

________ Strengthen assertiveness

________ Build coping skills

________ Explore career options

________ Improve study skills

PRE-EMPLOYMENT PREPARATION (PEP)

________ Information on preparing resumes

________ Information regarding job applications

________ Information on how to handle the job interview

________ Information on how to negotiate salary

JOB PLACEMENT (JP)

________ Assistance in finding a full or part-time job to help you work through school.

________ Assistance in finding a job in a field you have trained for.

FOR COUNSELOR USE ONLY

SUMMARY OF SERVICES OFFERED AND PARTICIPANT OUTCOMES:

(PC)	Personal Counseling	(PEP)	Pre-Employment Preparation
(AT)	Assessment and Testing	(JP)	Job Placement
(CEC)	Career/Educational Counseling	(R)	Referrals
(LSD)	Life Skill Development		

DATE	SERVICE CODE	COURSES SELECTED & ASSISTANCE GIVEN	COUNSELOR

STUDENTS' COMMENTS

STRATEGIES FOR SUCCESS
(SLS 1401W)

If you need support, emotionally, spiritually in reference to your career, or your own inner aspirations or inspirations, take this course. Broaden your spectrums in your own life with positive affirmations, genuine sharings, and lots of love and support.

****

The class has made a major change in my life and lifestyle. The instructor was great. My classmates were great with caring and sharing of themselves. The course takes all the mystery out of finding yourself. It helped me gain friendship and real relationships with other women.

****

Strategies for Success is a wonderful class for building self-esteem. I learned how to take responsibility for my life and learned that I have the control to create whatever I want from life. In one semester I've gone from a very shy introverted person to a happy, outgoing person.

****

I have received so much support from the group and from Ellen. I realize now that anything I desire is within my reach. All I have to do is apply myself. I was made to feel relaxed from the first class.
I have met women in the group and made many friendships. I am taking this course over for spring so I can continue to see more of the beauty in myself and to develop the potential that is in me.

****

I've thoroughly enjoyed this class. Ellen is a warm, loving and honest instructor. You get some insight of why you act or feel the way that you do. You can learn from others as well as from yourself. I think this is a wonderful first class to take. I'm looking forward to continuing in the fall.

****

In Strategies for Success I was able to tap into my energies and gain the knowledge to utilize them. I now know some of my potentials and can develop them.

****

Strategies for Success is an excellent class. It builds your self-esteem; you can share your experiences and give suggestions to others.
It's a fun sharing time; you learn lots and lots of wonderful things!

APPENDIX Q

CAREER LIBRARY

AIRLINE CAREERS	By Alexander C. Morton
AMBITIOUS WOMAN'S GUIDE TO & A SUCCESSFUL CAREER (The) (three copies)	By Margaret V. Higginson Thomas L. Quick
APPLYING FOR A JOB	By Employability Skills Series
ART OF DEVELOPING A CAREER (The)	By Robert R. Carkhuff and Theodore W. Friel
CAREER APTITUDE TESTS	By J. Ken Klein & Celia Uterman
CAREER CHOICES-For Students of Communication & Journalism	By Career Associates
CAREER DEVELOPMENT FOR THE COLLEGE STUDENT	By Philip W. Dunphy
CAREER DEVELOPMENT PROGRAM	By Science Research Associate
CAREERS IN COMPUTERS	By Texe W. Marrs
CAREERS IN HIGH TECH	By Connie Winkler
CAREERS IN MANAGEMENT FOR THE NEW WOMAN	By Gloria Stashower
CAREERS IN MEDICINE FOR THE NEW WOMAN	By Carol Jocknowitz
CAREER PLANNING AND DECISION MAKING	By David W. Winefordner
CAREER PLANNING - LET'S THINK ABOUT YOU	By Gerald Cosgrave

CAREERS THROUGH COOPERATIVE WORK EXPERIENCE	By Robert L. Bennett
CAREERS WITHOUT RESCHOOLING	By Dick Goldberg
COMPLETE GUIDE TO NON-TRADITIONAL EDUCATION (The)	By William J. Halterman
COMPLETE RESUME GUIDE	By Marian Faud
CPC ANNUAL - VOLUME #1 (1985-86)	No Author
CPC ANNUAL - VOLUME #2 (1985-86)	No Author
CPC ANNUAL - VOLUME #3 (1985-86)	No Author
DEWAR'S GUIDE TO CAREER DEVELOPMENT (The)	By Research & Forecasts, Inc.
DICTIONARY OF OCCUPATIONAL TITLES	By U.S. Department of Labor
DICTIONARY OF OCCUPATIONAL TITLES - SUPPLEMENT	By U.S. Department of Labor
DIRECTORY OF CAREER RESOURCES FOR WOMAN	By Alvin Renetzky
DISCOVER WHAT YOU ARE BEST AT	By Barry & Linda Gale
DISCOVER YOUR HIGH TECH TALENTS	By Barry & Linda Gale
DON'T USE A RESUME	By Richard Lathrop
EMPHASIS: CHANGE TWO	By Extended Learning Institute
EMPHASIS: PREPARATION	By Extended Learning Institute

EMPHASIS: WORK	By Extended Learning Institute
FACING FACTS ABOUT VOCATIONAL EDUCATION	By Prudent Insurance Company
FINANCIAL INDEPENDENCE	By Mother Earth News
FINDING THE RIGHT JOB AT MIDLIFE	By Jeffrey G. Allen
GETTING A BETTER JOB	By David Bootnick
GOOD WORK	By Employability Skills Series
GRAPHIC DESIGN CAREER GUIDE	By James Craig
HARDBALL JOB HUNTING TACTICS	By Dick Wright
HAVE YOU CONSIDERED RESTAURANT MANAGEMENT?	By Catalyst Series
HAVE YOU CONSIDERED SALES?	By Catalyst Series
HIGH PAYING BLUE COLLAR JOBS FOR WOMAN	By Larry J. Ricci
HIGH PAYING JOBS IN SIX MONTHS OR LESS	By Anne Cardoza
HOW TO WIN IN A JOB INTERVIEW	By Jason Robertson
I CAN BE ANYTHING	By Joyce Slayton Mitchell
INDEX OF MAJORS	By College Board (1986-87)
JOB CHANGES	By Employability Skills Series
JOB GAME (The)	By Employment Training Corp.
JOBS OF THE FUTURE	By Marvin J. Atron

KNOCK 'EM DEAD	By Martin John Yate
LIFE SKILLS FOR WOMEN IN TRANSITION	By Women in Transition Program University of Alaska
MANAGEMENT CAREERS FOR WOMAN	By Irene Place & Alice Armstrong
NEW CAREER OPTIONS FOR WOMEN	By Helen S. Farmer
NEW CAREER OPTIONS FOR WOMEN: BIBLIOGRAPHY	By Ann Philips
NO EXPERIENCE NECESSARY: STOCK-BROKER	By Bruce Eaton
OCCUPATIONAL OUTLOOK HANDBOOK	By U.S. Dept. of Labor
OPPORTUNITIES IN DRAFTING CAREERS	By Benjamin Stern
OPPORTUNITIES IN FINANCIAL CAREERS	By Michael Sumichrast & Dean A. Christ
OPPORTUNTIES IN MANAGEMENT CAREERS FOR WOMAN	By Irene Place & Alice Armstrong
OPPORTUNTIES IN PRINTING CAREERS	By Irvin J. Borowsky
PARTING COMPANY	By William J. Morin
PERSONAL & PROFESSIONAL SUCCESS FOR WOMAN	By Jan Dunlap
RESOURCE DIRECTORIES: WOMEN IN THE WORKPLACE	By Rod W. Durgin
RESUMES FOR BETTER JOBS	By Lawrence D. Brennan
ROBOTICS CAREERS HANDBOOK (The)	By Anne Cardoza & Suzie J. Ulh

STRATEGIES FOR SUCCESS	By Gooch/Carrier/Huik
TEA LEAVES (A NEW LOOK AT RESUMES)	By Richard H. Bollis
TECHNIQUES OF JOB SEARCH	By Ross Figgins
TEST YOUR ENTREPRENEURIAL I.Q.	By Kathleen L. Hawkins & Peter A. Turia
THERE'S ALWAYS A RIGHT JOB FOR EVERY WOMAN	By Roberta Roesch
TIME FOR A CHANGE - A WOMAN'S GUIDE TO NON-TRADITIONAL OCCUPATIONALS (A)	By Constance D. Cauley
WHAT COLOR IS YOUR PARACHUTE?	By Richard Nelson Bolles
WOMAN POWER IN TEXTILE & APPAREL SALES	By Jerry Sherman & Eric Hertz
WOMEN IN FINANCE	By Dian G. Smith
WOMEN IN GOVERNMENT	By Suzanne E. & Roger Sheldon
WOMEN IN NON-TRADITIONAL OCCUPATIONS - A BIBLIOGRAPHY	By Bureau of Occupational Adult Education
WORK EXPERIENCE HANDBOOK	By William H. Pivar

CHANGE Center
North Campus
11380 N.W. 27th Avenue
Miami, Florida 33167-3495
(305) 347-1149

MIAMI-DADE
COMMUNITY COLLEGE
Number one in America.

APPENDIX R

June, 1987

Dear

The CHANGE Center at Miami-Dade Community College works closely with Dade County employers as part of a vocational education project funded through the State of Florida. Our goal is to help single parents and homemakers identify and train for occupations which will allow them to express their talents, as well as, establish financial security and independence.

Miami-Dade Community College offers a wide variety of excellent vocational training programs which prepare students for technical careers in demand. Enclosed you will find an occupational program directory outlining and describing 64 two-year Associate in Science degree programs, plus twenty-four Planned Certificate programs which prepare students for careers in business, industry, technology, allied health and public service.

The Center provides many support services to women who have been out of school for an extended period of time and who wish to maximize their potential. Our clients are motivated, hard-workers who bring with them a mature dedication to whatever they pursue. Most are self-supporting or actively contributing to the support of their families and need full or part-time employment. In addition, as they graduate from occupational programs, they look forward to entry level positions in their field of study. It is for these reasons that we offer job placement assistance through our program.

Additionally, we offer employers in the Dade County area a free employment service which is a reliable source of mature, dependable and often experienced employees who are well trained and very motivated. To further explore how we may be of assistance to your organization, I would like to schedule a personal visit at your convenience. I look forward to meeting with you, introducing our program, and discussing your anticipated employment needs.

I look forward to assisting you in your staffing effort.

Respectfully,

G.G Machado

Guillermo Machado
Placement Specialist

Enclosure

GM/ap

APPENDIX S

PROSPECTIVE EMPLOYERS FOR JOB REFERRAL

COMPANIES	PRODUCTS
ALTON BOX BOARD COMPANY 6891 N. W. 74th Street Miami Springs, FL 33166 Phone: (305) 888-2331 150 Employees Joe Romeo - Administration Manager	Custom shipping containers
AMERICAN HOSPITAL SUPPLY CORPORATION 9750 N. W. 25th Street Miami, FL 33152 Phone: (305) 592-2311 1,200 Employees Marion Jones - Director of Human Resources	Manufacturing of diagnostic reagents controls, systems, labware, etc.
ANILAM ELECTRONICS CORPORATION 5625 N. W. 79th Avenue Miami, FL 33166 Phone: (305) 592-2727 275 Employees Norma Abry - Personnel Administrator	Manufacturing of computer numerical controls and digital readout, etc.
AQUASPORT, INC. 7925 West 2nd Court Hialeah, FL 33014 Phone: (305) 822-1921 150 Employees Lynn O'Brian - Personnel Manager	Manufacturing of fiber-glass fishing and sport boats

ARCO METALS COMPANY
5700 N. W. 37 Avenue
Miami, FL 33142
Phone: (305) 635-7721
360 Employees
Mario Villar - Employee Relations Manager

Aluminum fabrication, extrusions and anodizing

ATLAS METAL INDUSTRIES, INC.
1135 N. W. 159 Drive
Miami, FL 33169
Phone: (305) 625-2451
175 Employees
Grace Garces - Personnel Manager

Manufacturing food service equipment and computer products

AUTOMATIC DATA PROCESSING, INC.
7007 N. W. 77 Avenue
Miami, FL 33160
Phone: (305) 882-7300
300 Employees
Hilde Zamoro - Personnel Manager
Marina De Maio - Employment Specialist

Data processing service bureau

BARFIELD INSTRUMENT CORPORATION
4101 N. W. 29th Street
P. O. Box 420537
Miami, FL 33142
Phone: (305) 871-3900
270 Employees
Skip Lathrop - Vice President Administration

Manufacturing and repair of aircraft instruments

BATCH-AIR, INC.
1750 N. W. 67th Avenue
Miami, FL 33152
Phone: (305) 871-4500
550 Employees
Peter M. Kayne - Vice President of Human Resources

Aircraft overhaul and repair

BELCHER OIL COMPANY
P. O. Box 025500
Miami, FL 33102-5500
Phone: (305) 551-5200
200 Employees
Donald Lynn - Personnel Manager

Distribution of petroleum

BERTRAM YACHT DIVISION
WHITTAKER CORPORATION
3663 N. W. 21st Street
Miami, FL 33142
Phone: (305) 633-8011
600 Employees
Manolo Perez - Personnel Manager

Manufacturing of pleasure boats and yachts

BINNING'S PAN AMERICAN
2885 N. E. 185 Street
Miami, FL 33180
Phone: (305) 931-2350
212 Employees
Ron Paggi - Personnel Director

Manufacturing of aluminum windows and doors

CD MEDICAL
11600 N. W. 60 Avenue
Miami Lakes, FL 33014
Phone: (305) 823-5240
595 Employees
Araceli Ramairez - Employee Relations Representative

Manufacturing of kidney dialyzers and medical devices.

CFS CONTINENTAL, INC.
5701 N. W. 35th Avenue
Miami, FL 33142
Phone: (305) 635-9461
125 Employees
Tricia Wilson - Coordinator Benefits

Distribution of food and beverage products

CARESSA, INC.
3601 N. W. 54 Street
Miami, FL 33142
Phone: (305) 633-8605
180 Employees
Pat Lynn - Personnel Director

Manufacturing of women's shoes and handbags

CIBA-GEIGY CORPORATION
3550 N. W. 49th Street
Miami, FL 33142
Phone: (305) 633-9066
114 Employees
Shirley Umlaust - Personnel Administrator

Manufacturing of fiber-glass honeycomb core

CORDIS CORPORATION
10555 West Flagler
Miami, FL 33174
Phone: (305) 551-2000
2,000 Employees
Doug Dorner - Manager, Training & Development

Manufacturing of cardiac pacemakers and medical devices

COSMO COMMUNICATION CORPORATION
18501 N. W. 16th Court
Miami, FL 33169
Phone: (305) 621-4230
100 Employees
Walter Azcano - Comptroller

Manufacturing and distributing of electrical electronic products

COULTER ELECTRONICS, INC.
650 West 23rd Street
Hialeah, FL 33010
Phone: (305) 885-0131
2,000 Employees
Louis Tedesco - Manager, Employment

Manufacturing blood cell counters and biological products

DIARIO LAS AMERICAS PUBLISHING COMPANY 2900 N. W. 39 Street Miami, FL 33142 Phone: (305) 633-3341 120 Employees Maria Chavez - Advertising Director	Printing and publishing
DIVERSIFIED SOUTHEASTERN INDUSTRIES, INC. 6501 N. W. 37th Avenue Miami, FL 33147 Phone: (305) 836-8810 180 Employees Mary Davidson - Personnel Director	Manufacturing cabinets and plastic products
DIXIE BEDDING COMPANY 4800 N. W. 37th Avenue Miami, FL 33142 Phone: (305) 634-1505 125 Employees Dolores Villamer - Payroll Supervisor	Manufacturing of bedding
DORISSA OF MIAMI, INC. 2751 North Miami Avenue Miami, FL 33127 Phone: (305) 573-3600 120 Employees Joe Perez - Payroll	Manufacturing of children's dresses
EBONITE RECREATIONAL PRODUCTS, INC. 14000 N. W. 57th Court Miami Lakes, FL 33014 Phone: (305) 681-1976 100 Employees Harris Harwood - President	Manufacturing billiards and game tables, water skis and cabinets

ENDURE-A-LIFETIME PRODUCTS
7500 N. W. 72nd Avenue
Miami, FL 33166
Phone: (305) 885-9901
125 Employees
Miriam Wulchak - Personnel Manager

Manufacturing of
modular buildings

ENTENMANN'S BAKERY, INC.
3325 N. W. 62nd Street
Miami, FL 33147
Phone: (305) 836-4900
400 Employees
Ted Gasparovic - Human Resource
Manager

Manufacturing of
bakery products

EQUIPMENT COMPANY OF AMERICA
1075 Hialeah Drive
Hialeah, FL 33010
Phone: (305) 887-1772
350 Employees
Ana Vecin - Payroll Coordinator

Manufacturing
materials handling
equipment and
industrial steel
products

FARM STORES, INC.
5800 N. W. 74th Avenue
Miami, FL 33166
Phone: (305) 592-3100
700 Employees
Lenn Miscones - Human Resource
Director

Manufacturing of
bakery and dairy
products

FIREDOOR CORPORATION OF FLORIDA
1350 N. W. 74th Street
Miami, FL 33238
Phone: (305) 691-1500
150 Employees
Mary Lou Castello - Plant Purchasing
& Personnel

Manufacturing of metal
metal and wood doors
and distributor of
hardware

FIUR REAL ESTATE
469 West 83rd Street
Hialeah, FL 33014
Phone: (305) 557-7770
10 Employees
Leslie Fiur

Selling, leasing Industrial Real Estate

FLOWERS BAKING COMPANY
OF MIAMI, INC.
17800 N. W. Miami Court
Miami, FL 33169
Phone: (305) 652-3416
350 Employees
Dan Schubert - Personnel Manager

Manufacturing and distribution of bakery products

FUCHS BAKING COMPANY (HOLSUM)
8700 N. W. 77th Court
Miami, FL 33166
Phone: (305) 888-3441
540 Employees
Harry J. Merpens - Vice President of Personnel

Manufacturing and distribution of baking products

GANG-NAIL SYSTEMS, INC.
7525 N. W. 75th Street
Miami, FL 33159
Phone: (305) 696-0930
240 Employees
Rhett Johnson - Human Resource Manager

Manufacturing steel truss connector plates and hydraulic presses

GATOR INDUSTRIES, INC.
1000 S. E. 8th Street
Hialeah, FL 33011
Phone: (305) 888-5000
800 Employees
Carmen Romero - Personnel Director

Manufacturing of plastic footwear

GENERAL PLASTICS CORPORATION
8900 N. W. 77th Court
Medley, FL 33166
Phone: (305) 888-3555
275 Employees
Fina Johnson - Personnel Assistant

Manufacturing of polyethylene bags and film

GLASSALUM ENGINEERING CORPORATION
7933 N. W. 71st Street
Miami, FL 33166
Phone: (305) 592-1212
180 Employees
Bob Hanson - Controller

Manufacturing of glass and aluminum windows and doors

GORY ASSOCIATED INDUSTRIES, INC.
1773 N. E. 205th Street
Miami, FL 33179
Phone: (305) 651-7611
140 Employees
John Jackson - Director of Human Resources
1100 Park Central Blvd, South, Suite 1800;
Pompano V064, FL

Manufacturing of concrete roofing tiles

GULF WHOLESALE DRUG COMPANY
5959 N. W. 37th Street
Miami, FL 33142
Phone: (305) 634-6800
120 Employees
David Messer - Director of Human Resources

Distribution of pharmaceuticals, health and beauty aids and cosmetics

HOOVER INDUSTRIES, INC.
7260 N. W. 68th Street
Miami, FL 33166
Phone: (305) 888-9791
275 Employees
Teresa Perez Alamo - Personnel Manager

Manufacturing of seat covers, canvas products and outdoor furniture cushions

IDAB, INC. 3200 N. W. 184th Street Hialeah, FL 33012 Phone: (305) 823-4000 165 Employees Lee Levine - Director Personnel	Manufacturing of newspaper mailroom equipment
INDUSTRIAL PLASTIC PROD., INC. 14025 N. W. 58th Court Miami Lakes, FL 33014 Phone: (305) 822-3223 100 Employees Ken Russel - Controller	Manufacturing thermoplastics, metal molds and furniture
INSIGHT OPTICAL MANUFACTURING COMPANY, INC. 285 West 74th Place Hialeah, FL 33014 Phone: (305) 557-9004 160 Employees David Field - District Manager	Manufacturing of prescription eyeglasses
KEY PHARMACEUTICALS, INC. 50 N. W. 176th Street Miami, FL 33169 Phone: (305) 654-2200 300 Employees William Vandervalk - Manager Employee Relations	Manufacturing of over-the-counter and prescription pharmaceuticals
KEY POWER, INC. 2277 N. W. 14th Street Miami, FL 33125 Phone: (305) 634-3541 165 Employees Janet Rojas - Personnel Assistant	Remanufacturing and rebuilding of diesel engines and transmissions heavy-duty

McARTHUR DAIRY, INC. 6851 N. E. 2nd Avenue Miami, FL 33138 Phone: (305) 754-4521 530 Employees Rick Robles - Personnel Director	Manufacturing and distribution of dairy products
MAKO MARINE, INC. 4355 N. W. 128th Street Opa-Locka, FL 33054 Phone: (305) 685-6591 175 Employees George Dewein - Director of Personnel	Manufacturing of fiberglass boats

REFERRAL LIST FOR TEMPORARY AND PART-TIME EMPLOYMENT

Broward Community College

Census Bureau

Data Computer Personnel

Edison Brothers Shoe Stores, Inc.

Exotic Gardens

First Investors

Florida Department of Law Enforcement

Goldline Laboratories

H.R.S.

Herny Lee

Hialeah (City of)

I.B.M.

Job Training Partnership Act

Lighthouse for the Blind

Miami (City of)

Miami Beach (City of)

Miami-Dade Community College - Human Resource Dept.

Miami-Dade Community College - Placement Service

Republic National Bank

Sears

State of Florida

Susie's Casuals

Temporary Agencies:

1. J.R.C. Temporary Services, Inc.
2. Norrell Services, Inc.
3. Kelly Services
4. Kelly Light Industrial
5. Linda Robins & Associates, Inc.
6. Office Specialists

United Parcel Service

V.I.P. Marine Industries

Whittaker - Bertram Yacht Division

INSTRUCTOR AND COURSE EVALUATION

SEX: _____ Female AGE: _____ 16 - 21 yrs. _____ 36 - 50 yrs.

_____ Male _____ 22 - 35 yrs. _____ 51 yrs. & over

PURPOSE: Your evaluation of the Woman's Studies Program is important to us. We read each one and consider your opinions when making decisions regarding the program.

INSTRUCTORS: Mark your rating on the line beside each statement, according to the rating scale below. If any statement does not apply, or if you prefer to not rate a particular item, then leave it blank.

RATING SCALE: 5 = Outstanding
4 = Very Good
3 = Average
2 = Below Average
1 = Poor

****

INSTRUCTOR EVALUATION

____ Knows the material thoroughly and is up-to-date on the topics discussed

____ Is prepared for each meeting

____ Presents material in a manner that is clear, understandable, and interesting

____ Gives examples that are current and that help explain the subject

____ Reviews assignments and provides feedback on quality of work

____ Projects interest in the course, enthusiasm and confidence

____ Uses humor that is acceptable and appropriate

____ Creates a relaxed and comfortable atmosphere for learning

____ Encourages questions and comments and responds to them in a satisfactory way

____ Generates discussions which do not impose traditional stereotypes and assumptions as to the role expectations of women

____ Shows how the course can benefit you both professionally and personally

____ Informs you promptly of your progress in the course

____ Challenges you to think for yourself

____ Shows a sincere interest in students' success

____ Is friendly, helpful and easy to talk to

____ Is professional in personal appearance and conduct

____ Encourages student to explore new career and non-traditional options for women

-OVER-

COURSE CONTENT EVALUATION (Use separate paper to answer questions if you need additional space.)

Please comment on the quality and appropriateness of material presented.

Did the assignments contribute to your personal and/or professional growth and how?

Were there any assignments you did not find useful? If so, which one(s) and why?

What role has the CHANGE Center played in your "experience" of returning to school?

How has this course helped in that experience?

Additional Comments:

NON-TRADITIONAL CAREER WORKSHOP

EVALUATION

INSTRUCTIONS: Mark your rating on the line beside each statement, according to the rating scale below.

RATING SCALE:
1 - Outstanding
2 - Very Good
3. - Average
4 - Below Average
5 - Poor

1. This workshop topic was relevant to my career plans 1 2 3 4 5
2. The information presented was valuable to me 1 2 3 4 5
3. The speaker was knowledgable of the subject presented 1 2 3 4 5
4. The information gave encouragement to explore new careers and non-traditional options for women 1 2 3 4 5
5. My overall rating of this workshop is 1 2 3 4 5
6. The most important part of the workshop ______________________________

   ____
7. The least important part of the workshop ______________________________

   ____
8. Suggestions for future topics ______________________________

   ____

LIFE SKILL DEVELOPMENT WORKSHOP EVALUATION

INSTRUCTIONS: Mark your rating on the line beside each statement according to the rating scale below.

RATING SCALE: 1 - Outstanding
2 - Very Good
3 - Average
4 - Below Average
5 - Poor

1. This workshop topic was relevant to my financial concerns. 1 2 3 4 5
2. The information presented was valuable to me. 1 2 3 4 5
3. The speaker was knowledgable of the subject presented 1 2 3 4 5
4. The information provided me with strategies to establish and maintain a good credit rating. 1 2 3 4 5
5. My overall rating of this workshop is 1 2 3 4 5
6. The most important part of the workshop was ______________________________

____

7. The least important part of the workshop was ______________________________

____

8. Suggestions for future topics ______________________________

____

LIFE SKILL DEVELOPMENT WORKSHOP

EVALUATION

INSTRUCTIONS: Mark your rating on the line beside each statement, according to the rating scale below.

RATING SCALE:
1 - Outstanding
2 - Very Good
3 - Average
4 - Below Average
5 - Poor

1. This workshop topic was relevant to my health concerns 1 2 3 4 5
2. The information presented was valuable to me 1 2 3 4 5
3. The speaker was knowledgable of the subject presented 1 2 3 4 5
4. The information provided me with strategies to obtain and maintain good health 1 2 3 4 5
5. My overall rating of this workshop is 1 2 3 4 5
6. The most important part of the workshop ____________________

   ____
7. The least important part of the workshop____________________

   ____
8. Suggestions for future topics ____________________

   ____

Imagine Yourself... Successful

The Choice Is Yours!!

IMAGINE YOURSELF. . .SUCCESSFUL

THE CHOICE IS YOURS!!!

A CAREER GUIDE

Developed By

Susan Alvey
Program Coordinator
Vocational Education Support for Single Parents and Homemakers

and

Julia Crisfield
Career Information Specialist
Vocational Education Support for Single Parents and Homemakers

with the assistance of
Guillermo Machado

Project Director

Susan Lero
Director, CHANGE Center
Miami-Dade Community College
North Campus

IMAGINE YOURSELF...SUCCESSFUL, THE CHOICE IS YOURS!!! was prepared and funded through a grant awarded by the State of Florida, Department of Education, entitled Vocational Education Support for Single Parents and Homemakers, grant number 132-15170-7-2D02. The content, however, does not necessarily reflect the position of the above named and no official endorsement of these materials should be inferred.

ACKNOWLEDGEMENTS

I wish to thank the following people for their patience, support and cooperative effort. Their contributions have made this project possible.

Malene Danoff - CHANGE Center, who offered her support and technical assistance.

Alex Maher - Media Productions, who created the artwork.

Alicia Perez - CHANGE Center, who typed and revised this entire document.

Lynda Oates - CHANGE Center, who assisted Alicia in preparing the manuscript.

CONTENTS

I. MAKING YOUR CAREER DECISION

Introduction 1
Put Yourself In The Picture 2
A World Of Possibilities 5
A Special Note To Single Parents And Homemakers . 7

II. CAREER OPTIONS

Broadcast Technician 8
Commercial And Industrial Photographer 11
Computer Programmer 15
Computer Service Technician 19
Construction Inspector 23
Correction Officer 26
Dispensing Optician 29
Drafter 32
Electronic And Electrical Technician 35
Funeral Director And Embalmer 38
Graphic/Commercial Artist 41
Hospitality Manager 45
Insurance Claim Representative 48
Land Surveying Technician 51
Law Enforcement Officer 54
Legal Assistant 58
Marketing Manager 61
Mobility Aide Technician 65
Purchasing Agent 68
Radiologic Technologist 71
Real Estate Agent And Broker 74
Sign Language Interpreter 78

III. APPENDIX

Local Information Sources 81
Bibliography 83

I. MAKING YOUR CAREER DECISIONS

THIS CAREER MANUAL IS BROUGHT TO YOU BY

THE CHANGE CENTER

Are you considering a new career, entry into the job market or a return to school? Perhaps you find yourself in transition due to a major life change. Regardless of your motivation, whether it is the result of divorce or other personal loss, or the desire to expand your horizons, this decision is a major one. Life is full of decisions and often your choices are limited because you make them without a lot of information or support. It is important for you to know what options are available to you and how you can best achieve your personal and professional goals. Perhaps, you are not aware of your options, are uncertain of your direction, and are unsure of your ability to undertake this new venture. "Where and how," you might ask, "do I begin?"

BEGIN AT THE CHANGE CENTER! We can help you identify your strengths and skills, discover your career choices, help you set your goals and support you while you pursue them. We can assist you in your new venture. The staff at the CHANGE Center is very aware that selecting a career may be one of the most important decisions you are faced with. Our goal is to increase your awareness of and your interest in the vocational opportunities available to you.

Why not visit us and make an appointment with one of our counselors in Room 1314, Scott Hall, North Campus? WE LOOK FORWARD TO MEETING YOU!

PUT YOURSELF IN THE PICTURE AND IMAGINE YOURSELF SUCCESSFUL!

Please travel with me, for a moment into your future. . . .

A gentle breeze blows over the bay, a soft wind caresses your hair. The clear blue sky speaks to you in the language of possibilities. As you settle down in the soft sand, your eyes reach out to the horizon, while your mind wanders through pictures of your life. Images surround you--anything is possible--as daydreams carry you into your future. Where will you be ten years from now? What will you be doing?

You are in the process of creating your future. Visualize yourself where you want to be. Put yourself in the picture. How do you look? What are you doing? You have just created an image of the future. Play with the images, re-arrange them until they please you, excite you, motivate you. Take the picture you have created out of the clear blue sky and keep it with you, calling upon it whenever you wish. Visualize yourself actualizing your dream.

Now that you have imagined yourself...successful, doing what you really want to be doing, carry this knowledge of yourself into your career planning session. Do not lose sight of who you are and where you want to go.

As you begin to survey the career opportunities available to you, their employment outlook, and the possibilities for advancement, never lose sight of the most important career factor--you--and what inspires you. Successful people who have made a lasting contribution to society are those who have identified their gifts and shaped their careers around them. Keeping in mind then, who you are and what is special about you, it is now time to look at a few of your career options. The following manual was prepared to stimulate your interest in vocational areas which you may never have considered before. Our intention is to introduce you to a few career opportunities which are technical in nature and offer a high wage potential. Of course looking at salaries is all very subjective; one person may feel that a salary is generous while another may not. Our focus was to select careers which you can train for in two years or less and which yield advancement opportunity. Please remember that entry level salaries are often low, but as you gain experience and credentials, promotions become available.

Because many people today either have no interest in a four year degree or do not have the luxury of continuing their education for that length of time, vocational training is becoming more popular. Contrary to public opinion, a four year degree does not always offer the best employment prospects or the best salary. Today, technical skills are very much in demand and the opportunities for employment are numerous.

Our goal in preparing this manual is not to provide an all-inclusive career encyclopedia. There are many such books available through your local libraries and we encourage you to take advantage of them. Instead, we wish to highlight a handful of careers which you might train for here at Miami-Dade Community College. Each career capsule in this manual will tell you which Associate in Science degree program will train you for the named career. We have also included a few certificate programs and short-term training programs.

The purpose of this manual is to stimulate your thinking about the traditional and non-traditional career opportunities which are available to you. Browse through this manual and use whatever you can from it. But don't stop there! Follow-up. Utilize the Career Exploration Center here on campus. Come to the CHANGE Center for career counseling.

And remember--making a career decision takes time. You can help yourself greatly by getting some first hand experience in your field of interest, whether it be through your cooperative education program, summer jobs, or volunteer work. This is an opportunity for you to see exactly what a particular job entails. Observe how others do the job and how they feel about the working conditions. How do you feel working in that environment? Is the job what you imagined it would be? This is a chance for you to discover more about yourself and what works or doesn't work for you.

As you explore your special talents and interests, investigate the great range of possibilities that are available, and create a foundation for success in your life.

A WORLD OF POSSIBILITIES...NON-TRADITIONAL CAREERS

Let us take a moment to look at your picture of success. How did you see yourself? You may have seen yourself in a very traditional occupation, one that is dominated by either men or women. If so, you are not alone. Most people have years of conditioning which contribute to their belief systems. You may have a limited concept of what is available to you or feel uncomfortable imagining yourself in a non-traditional career. You may have grown up believing that men are better suited for certain activities and women are better suited for others. You may have been encouraged to believe that you were not masculine or feminine if you engaged in careers outside of your conventional roles.

Times have changed, however, men and women are exploring new roles and welcoming new experiences into their personal and professional lives. It is no longer necessary for people to restrict their career options because of gender. Men and women are looking at their career choices in a new way. Previously there were a wide range of career options that men and women felt excluded from, but fortunately for everyone, strict male and female role restrictions are disappearing. Society is beginning to realize that men and women are very capable of engaging in the same kinds of activities. As men and women are defined by who they are and what their capabilities are, confining sex roles will disappear. Society is discovering that women are good at math, do have analytical minds, and do have leadership ability. We are finding that women work just as well under pressure as men and that they bring the same qualities of drive and ambition to a job that men do.

On the other hand, we also see that men are just as capable of nurturing, supporting and care-taking as women. Men are good communicators and very capable of working cooperatively. Men are successful nurses, teachers, and social workers. It is all a very individual matter; what people bring to their personal or professional lives depends totally on their natural abilities and interests.

Whether they happen to be male or female becomes irrelevant.

This is a critical issue when it is carried into a discussion of career options. We want to emphasize that non-traditional careers, that is careers which have previously been identified with the opposite sex, are within your realm of choice. What you choose to do with your time, your life, your career, should depend solely on your own needs and interests. If you have never considered a non-traditional occupation, we want to encourage you to do so now.

Considering non-traditional careers as possible options will definitely increase the number of career choices you have available. You may also find that non-traditional careers offer opportunities to explore your personal interests, as well as, offering increased salary potential.

We invite you now to expand your concept of what you can do with your life and welcome you to a world of possibilities.

A SPECIAL NOTE TO SINGLE PARENTS AND HOMEMAKERS

This career manual was written with you in mind. Although this guide will be a valuable tool for anyone in the process of making a career choice, it will serve a special purpose for you, the single parent and homemaker.

We are aware that as you explore career options, you face unique challenges. You may be experiencing stress due to loss, rejection, single living or financial insecurity. Suddenly you may need to become economically independent. As you face these challenges, you may realize that you need to find a career which requires a relatively short training period and yields a high wage potential. Vocational education may be the answer you are looking for.

As you explore your career options, we hope you will review the following sampling of careers which may meet your special needs. Each career selected requires no more than two years of education and offers a potentially satisfying career with good earning power.

Please explore your options with us and remember to IMAGINE YOURSELF SUCCESSFUL!

****

While the main focus of this manual is directed towards non-traditional careers for single parents and homemakers, many of these career opportunities are suitable for handicapped individuals. Further information and career counseling is available through Disabled Student Services in Room 6113 and at the CHANGE Center in Scott Hall, here at North Campus.

II. CAREER OPTIONS

ARCHITECTURAL DRAFTS PERSON — 2 Yrs local exp Degree preferred 778-7167

NUCLEAR MEDICINE TECHNOLOGIST

NUCLEAR MEDICINE TECHNOLOGIST

Immediate full time day position available for an assertive self-motivated person to assume staff position. Requirements Registry or registry eligible, exc starting sal & benefits.

For further information, call Personnel Dept.

Florida Medical Center
5000 W. Oakland Pk Blvd
Ft. Lauderdale
735-6000

Equal Opportunity Employer

LAND SURVEYOR — Fast growing engineering & surveying firm needs rod persons. Experienced or will train. Call 485-2326

REAL ESTATE SALES — Newly lic'd or exp'd. full time sales positions avail in Davie/Plantation area. Call now for confidential interview. Murray Rlty 475-1234

RESEARCH TECHNICIAN

Research in Cell Biology. Must have 2 years of college level science courses. Background in cell culture & Immunoassays helpful. Will train capable individual. Salary commensurate with experience. Send resume to Geneva Harris

MOUNT SINAI MEDICAL CENTER
4300 Alton Rd Mia Bch

Equal Opp'ty Employer

MARKETING REP

FORTUNE 200 $30,000+

Market computer & business systems for top firm. Formal training. Management potential. No fee. Call Rich Ross 739-5110, David Wood Personnel

---

REAL ESTATE SALES — Join #1 N Broward's #1 Century 21 Company for 1984, 1985 & 1986 is again expanding. Call & find out how you can earn more with us. Up to 80% splits, guaranteed advertisement & leads. For complete info call Fe Scott, Training Director. Century 21 Tenace Realty 755 2100 Margate and Coral Springs

---

DIAGNOSTIC IMAGING

Ultra Sound Specialist
CT Scan Specialist
Radiology Technologist

Positions currently available for licensed Specialist, prefer Clinical experience to join our team of Diagnostic Imaging Professionals. Competitive pay and benefits, excellent working environment and supportive staff. Apply or send resume to:
Alachua General Hospital Inc 801 SW 2 Ave Gainesville FL 33602
Equal Opp'ty Employer

COBOL PROGRAMMERS

We currently have positions available for COBOL Programmers with a minimum of 1-3 years experience in an IBM environment. TSO, Data Base and/or OS JCL is a plus.

INSPECTORS Or Insurance reporting Exp Part Time auto/camera nec Dade & So. Broward Counties 271-1723

BIOMEDICAL TECHNICIAN

BIOMEDICAL TECHNICIAN

Full time days. Must be a graduate of a 2 year recognized electronics or biomedical school. Requires exp. in repair of biomedical equipment.

Contact Personnel

HCA PLANTATION GENERAL HOSPITAL
An Affiliate of Hospital Corp. of America
401 NW 42 Ave. 797-6450
Equal Opportunity Employer

ARTIST — Full time paste-up, typesetting knowledge, good typing skills a must. Mark 963-4000

RADIOLOGIC TECHNOLOGIST

Temporary full time position available for X-Ray Technologist with good communication skills. This position involves working from February to September of 1987. Florida license required, ARRT preferred. Hours are Mon-Fri 8-4:30pm with occasional holidays, vacation, evenings & night shift coverage.

Please call for appt at 666-6511 ext 2543
MIAMI CHILDREN'S HOSPITAL
6125 SW 31 St Miami
Equal Opp'ty Employer

RADIOGRAPHER/NUCLEAR MEDICINE TECH

Pool positions are available immediately. Applications are accepted daily. Interviews held on Mon. & Wed between 9am 11am in the Human Resources Dept at

HCA NORTHWEST REGIONAL HOSPITAL
5801 Colonial Drive
Margate, Fla. 33063
974-0400
E/O/E/M/F/H

CLAIMS ADJUSTOR — Minimum 3 yrs in auto liability with 520 or 620 lic & rental car or public transport exp. a plus. Staff position with fast growing Ft Laud based carrier, call Mr. Hullett, 537-5522, ext 38.

REAL ESTATE SALES — Large national developer is seeking professional sales associate for single & multi family community in the heart of Boca. Must have outgoing personality & exp. Great benefits. Please contact Susan or Jim 393-6800 for additional info

---

DRAFTSPERSON — Nat'l corp with office in Deerfield Beach needs entry or intermediate level architectural drafter. Non smoker. Modern, professional atmosphere. Exc pay/benefits. Resume must incl sal requirement. Stainless, Inc. 125 SE 5 Ct, Deerfield Bch, Fl 33441

ARCHITECTURAL ILLUSTRATOR — for residential architectural firm in Boca. 1 yr exp 997-9997

ADJUSTER

$35,000 PLUS

Insurance Adjuster needed immediately. Our client co is the best in the business. Enjoy top earnings, profit sharing, great benefits. NO FEE. Call Sandy 462-8944 AMERICAN RECRUITERS

ELECTRONIC TECH

ELECTRONIC TECHNICIAN

The successful candidate must possess an AA degree or equivalent and several years practical experience. The position involves working with four engineers in the construction and troubleshooting of microcomputer controlled devices, evaluating designs and parts to guarantee producibility and assisting in the design process. The ability to construct breadboards and determine part lists is required. The ability to use computer simulation programs and computerized test equipment is desirable. Excellent benefits package. Please submit resume or phone for additional information

Ellen Burns

SENSORMATIC ELECTRONICS
500 N W 12th Ave
Deerfield Beach, FL 33442
427-9700

Equal Opportunity Employer

COMPUTER TECH — Field service techs to repair computer systems. Competitive starting salary & benefits. Must have AA equivalent/or 2 yrs field exp. Send resume to Box G-31 M c/o N&S Co. PO Box 14188, Ft Lauderdale FL 33302

PC

COLLEGE GRAD

TO ENTER

PC DEPARTMENT

NE MIAMI

Capital Bank has an immediate opening for an individual to enter our micro processing dept

This is an entry level position for an individual possessing a 2 or 4 year college degree in Computer Science. Knowledge of accounting considered a plus.

For immediate consideration, please send your resume to:

Capital Bank
Personnel Dept.
1000 NW 14 St.
Miami, Fla 33136

Equal Opp'ty Employer M/F/H/V

ANALYST/PROGRAMMER — Expanding benefits firm looking for exp'd. BASIC-/PASCAL Analyst/Programmer: Strong math skills & self starter required. Sal + quarterly bonus & excellent fringe benefits. If qualified, send resume & sal. range to: Wolper Ross & Co., 4770 Biscayne Blvd., Miami, Fl 33137. Attn: EDP Coordinator or call 576-9210

DATA PROCESSING

PROGRAMMER To $28K
Minimum 3 years programming in Basic with complete knowledge of accounting cycle, heavy financial applications. W Palm Beach

CONSULTANT $35K
Heavy design in health care, retail, banking. IBM mainframe, advanced degree. Miami

MANAGER $40's
DP Manager to supervise staff of operators. Heavy retail exp. will liaison with all levels of management. Burroughs a plus

OPERATOR To $18K
Operator only with garmet industry a must.

EDPeople
Robert Half of Ft Laud
7770 W. Oakland Pk Blvd
Suite 410 Ft Laud 33321
742 0200 FEE PAID

OPTICIAN/APPRENTICE Position available now at Westland Mall Sears Optical. For interview Call Jean 557-6502 or Keith 1-755-8525

CONSTRUCTION ESTIMATOR — needed by large interior building contractor. Must be exp in drywall, acoustical & flooring work. College degree pref. Salary, medical & profit-sharing. Send resumes to: Lotspeich Co of FL, 730 NW 57 Pl, Ft Laud, FL, 33309, Attn: Edward H Fee

---

APPRAISERS — Real estate exp or inexp'd. will train inexp. Call 771-0159

BROADCAST ENGINEER — WSHE/WSRF seeks broadcast engineer exp'd in automation, directional arrays, remotes, studio-/transmitter installation, maintenance & repair. EOE. Send resume Bruce Hirsch, TK Communications, 3000 SW 60 Ave, Ft Laud 33314

OPTICIAN/APPRENTICE Position available now at Westland Mall Sears Optical. For interview Call Jean 557-6502 or Kathi 1-755-8525

ARCHITECTURAL DRAFTSPERSON — Freelance full or part-time - full single family exp only. MAP Builders 753-1060

ELECTRONIC TECH

ELECTRONIC TECHNICIAN

The successful candidate must possess an AA degree or equivalent and several years practical experience. The position involves working with four engineers in the construction and troubleshooting of microcomputer controlled devices, evaluating designs and parts to guarantee producibility and assisting in the design process. The ability to construct breadboards and determine part lists is required. The ability to use computer simulation programs and computerized test equipment is desirable. Excellent benefits package. Please submit resume or phone for additional information.

Ellen Burns

SENSORMATIC ELECTRONICS
500 N.W. 12th Ave
Deerfield Beach, FL 33442
427-9700

Equal Opportunity Employer

COMPUTER MAJOR

Computer Science Major to train in computerized Mtg Loan Processing. Entry level position. Opportunity to use your education in the financial field.

Send Resume to:
COMPUTER MAJOR
PO Box 57-2610
Mia Fla, 33152-2610

BIOMEDICAL TECHNICIAN

BIOMEDICAL TECHNICIAN

Full time days. Must be a graduate of a 2 year recognized electronics or biomedical school. Requires exp. in repair of biomedical equipment.

Contact Personnel

HCA PLANTATION GENERAL HOSPITAL
An Affiliate of Hospital Corp. of America
401 NW 42 Ave. 797-6450
Equal Opportunity Employer

COMPUTER TECH — Field service tech to repair computer systems. Competitive starting salary & benefits. Must have AA equivand/or 2 yrs field exp. Send resume to: Box C-31-M, c/o N/SS Co., PO Box 14188, Ft Lauderdale, FL 33302

OPTICIAN APPRENTICE, exp'd or will train. Position avail now at Sears Westland Mall, Hia. For interview call Juliet at 557-6502

DRAFTSPERSON — Nat'l corp with office in Deerfield Beach needs entry or intermediate level architectural drafter. Non smoker. Modern, professional atmosphere. Exc pay/benefits. Resume must incl sal requirement. Stainless, Inc. 125 SE 5 Ct, Deerfield Bch, Fl 33441

DATA PROCESSING

PROGRAMMER To $28K
Minimum 3 years programming in Basic with complete knowledge of accounting cycle, heavy financial applications. W Palm Beach

CONSULTANT $35K
Heavy design in health care, retail, banking. IBM mainframe advanced degree. Miami

MANAGER $40's
DP Manager to supervise staff of operators. Heavy retail exp, will liaison with all levels of management. Burroughs a plus.

OPERATOR To $18K
Operator only with garmet industry a must

EDPeople

Robert Half of Ft Laud
7770 W. Oakland Pk Blvd
Suite 410 Ft. Laud. 33121
742-0200 FEE PAID

OPTICIAN — licensed/unlicensed sales ability 944-3991 leave message

OPTICIAN needs exp dispenser. Non-smoker, top salary. 2000 NE 164 St

COMPUTER PROGRAMMER

Immediate opening for someone highly familiar with BASIC to assume responsibility for program maintenance and new development on 4MB MIMI. Salary and benefits. Send resume to

DIPLOMAT HOTEL
3515 S. Ocean Drive

Equal Opply Employer

DIAGNOSTIC IMAGING

Ultra Sound Specialist
CT Scan Specialist
Radiology Technologist

Positions currently available for licensed Specialist, prefer Clinical experience to join our team of Diagnostic Imaging Professionals. Competitive pay and benefits, excellent working environment and supportive staff. Apply or send resume to:
Alachua General Hospital Inc 801 SW 2 Ave Gainesville FL 33602
Equal Opply Employer

CONSTRUCTION ESTIMATOR — needed by large interior building contractor. Must be exp in drywall, acoustical & flooring work. College degree pref. Salary, medical & profit-sharing. Send resumes to: Lotspeich Co of FL, 730 NW 57 Pl, Ft Laud, FL, 33309, Attn: Edward H Fee

RESEARCH TECHNICIAN

Research in Cell Biology. Must have 2 years of college level science courses. Background in cell culture & Immunoassays helpful. Will train capable individual. Salary commensurate with experience. Send resume to Geneva Harris

MOUNT SINAI MEDICAL CENTER
4300 Alton Rd Mia Bch

Equal Opp'ly Employer

LAND SURVEYOR — Fast growing engineering & surveying firm needs rod persons. Experienced or will train. Call 485-2326

INSPECTORS Or Insurance reporting Exp Part Time auto/camera nec Dade & So. Broward Counties 271-1723

REAL ESTATE SALES — Newly lic'd or exp'd, full time sales positions avail in Davie/Plantation area. Call now for confidential interview. Murray Rlty 475-1234

♥ ♥ ♥

NUCLEAR MEDICINE TECHNOLOGIST

Capture The Future With Pembroke Pines General Hospital

Due to the expansion of our primary care facility, an immediate day shift position is available full time for a licensed and experienced technologist with competence in Nuclear Cardiology and all nuclear medicine procedures. Your professionalism will earn top $$$ with excellent benefits package. Apply to:

PEMBROKE PINES GENERAL HOSPITAL
2301 N. University Dr.
Pembroke Pines FL 33024
963-8450
A Nu-Med Hospital
Equal Opply Employer

ARCHITECTURAL ILLUSTRATOR — for residential architectural firm in Boca. 1 yr exp 997-9997

COBOL PROGRAMMERS

We currently have positions available for COBOL Programmers with a minimum of 1-3 years experience in an IBM environment. TSO, Data Base and/or OS JCL is a plus

ILLUSTRATORS

Vathauer Studio now hiring Illustrators & an Artist w/Architectural prospective knowledge. Excl pay & full benefits. 949-8700

ARTIST — Full time paste-up, typesetting knowledge, good typing skills a must. Mark 963-4000

CLAIMS ADJUSTER Automobile warranty co. Must have good working mechanical knowledge of automobiles w/good communication skills. Previous warranty exp desired, but not nec. Inside office position. Excellent benefits. Salary commensurate w/ exp. Call Phoenix American, 374-0895

CLAIMS ADJUSTOR — Minimum 3 yrs in auto liability with 520 or 620 lic & rental car or public transport exp a plus. Staff position with fast growing Ft Laud based carrier, call Mr. Hullett, 537-5522, ext 38.

LIFE INSURANCE

RAPIDLY expanding **BOCA BASED** life insurance co. needs mgr for policy issue/policy service. Exp in single premium life & annuity products & knowledge of underwriting nec. For further info send resume to:

Personnel Dept.
Financial Benefit
Life Ins. Co.
P.O.Box. 3348

PHOTOGRAPHER

Experience unnecessary. $180 per roll. Taking photographs. 35mm camera & film supplied free. 1-416-492-4105 Ext 307 Days/Eves/Wkends

REAL ESTATE SALES — Large national developer is seeking professional sales associate for single & multi family community in the heart of Boca. Must have outgoing personality & exp. Great benefits. Please contact Susan or Jim 393-6800 for additional info

APPRAISERS — Real estate exp or inexp'd, will train inexp. Call 771-0159

DESIGNER III, ARCHITECTURAL

Qualifications: Associates degree or equivalent from an accredited college or university in architecture, building construction or related field. 5 years of progressively more responsible related experience in engineering design of facilities for major commerical or public sectors. Salary $32,961 - $38,843. Deadline March 27, 1987. Submit cover letter and resume to Division of Human Resource Management, The School Board of Broward County Florida, 1320 SW 4th Street Ft Lauderdale FL 33312

Equal Opply Employer

MARKETING REP

FORTUNE 200 $30,000+
Market computer & business systems for top firm. Formal training. Management potential. No fee. Call Rich Ross 739-5110 David Wood Personnel

DRAFTSPERSON

Needed to work in Coral Gables architectural design firm. Please call Mon morning 264-7068 Advantage Personnel

ADJUSTER

$36,000 PLUS
Insurance Adjuster needed immediately. Our client co is the best in the business. Enjoy top earnings, profit sharing, great benefits. NO FEE. Call Sandy 467-5944 AMERICAN RECRUITERS

GRAPHIC ARTIST 2-5 yrs exp Design Illustration & Paste up [illegible] 0204

ARCHITECTURAL DRAFTSPERSON — 2 yrs local exp Degree [illegible] 726-7187

BROADCAST TECHNICIAN

Career Description:

Broadcast technicians or engineers have the satisfaction of playing a key role in the production of television or radio programs. They operate electronic equipment which is used for recording and transmission, as well as, working with sound and video tape recorders, sound and lighting effects and cameras. Technicians may work in the control room of the studio, in the studio itself, or at field locations.

Because the scope of this field is so broad, many technicians specialize in one particular area such as lighting, audio control or transmission. However, in small stations, a technician may be called upon to perform a variety of duties.

Training and Qualifications:

Broadcast technicians are required by federal law to hold operator permits or licenses. Technical school or community college is the best way to prepare for these exams. An Associate of Science degree is required for employment in this field. Hands on experience is also required, but this may be offered in conjunction with the degree program.

Advancement;

With experience, a broadcast technician may advance from routine technical duties to better paid positions, such as, supervisory technician or chief engineer.

Employment Opportunities:

A two year degree program in this field provides the necessary level of skill to enter the job market. With experience and demonstrated ability, the broadcast technician will be rewarded personally and financially.

Beginning Salary:

Starting salary for graduates of two year programs varies and falls between $12,000/year and $15,000/year.

Average Salary:

For television operating technicians $21,000/year, maintenance technician $24,400/year and radio technicians $19,500/year.

Special Aptitudes:

Manual dexterity combined with an aptitude for working with mechanical and electrical equipment. Verbal and reading skills are important because of the complex terminology used in text books and manuals.

Related Occupations:

Maintenance Technician
Transmitter Technician
Video Control Technician
Audio Control Technician
Camera Operator
Projectionist
Field Technician
Camera-dolly Operator
T.V. Assistant
Technical Director
Sound Effects Technician
Assistant Station Manager
Station Engineer
Videotape Recorder Operator
Light Director
Boom-dolly Operator

What Miami-Dade Community College Has To Offer:

Associate in Science degree program in the following:

Radio-Television Broadcasting Technology(68):

This two year program emphasizes the operational, hands-on approach. Students are trained in all phases of radio operation, broadcast news preparation, basic motion picture and television production. Included in this program are art and graphic techniques for film and television.

Where To Get More Information:

National Academy of Television Arts and Sciences
110 West 57th Street
New York, NY 10019

COMMERCIAL AND INDUSTRIAL PHOTOGRAPHER

Career Description:

Photographers use cameras to capture people, places and events on film. Although their subject matter may vary, all photographers use cameras, lenses, filters and special lighting equipment. Some photographers may develop or enlarge their own photographs, but many send their work to laboratories for processing. Within the field of photography, there are many areas of specialization.

Still Photographers take pictures of individuals or groups and often work in their own studios. There may be some travel required for those who photograph special events such as weddings and christenings.

Industrial Photographers work with businesses in a promotional capacity. They may photograph products for catalogues or create images for use in other advertising campaigns. Industrial photographers may also photograph groups of people for employee magazines or stockholder reports. In addition, they may work in conjunction with industrial engineers who need photographs for time and motion studies.

Motion Picture Photographers may specialize in medical, scientific, news or commercial photography, as well as, operating cameras for the motion picture industry.

Scientific Photographers and Biological Photographers provide illustrations for scientific publications and research reports. They may also produce photographs and slides for teaching purposes. These photographers usually specialize in a particular field, such as, engineering, aerodynamics, medicine, biology or chemistry.

Photojournalists photograph newsworthy events, places, or things for newspapers, magazines or television.

Training and Qualifications:

Photography is a field with very loosely structured training requirements. Entry level positions are available to those with high school diplomas, although employers will consider others who demonstrate technical knowledge and ability.

Formal training is available through universities, junior colleges, public vocational education programs and private photography and art schools. A formal education in photography provides a fundamental knowledge of photographic techniques and equipment. People may also prepare for photographic work through on-the-job training. Commercial studios often hire photographic assistants who train for two to three years with an experienced photographer. They generally start in the darkroom learning how to develop, print and enlarge photographs.

Later, as they advance, they may set up lights and cameras or help take pictures. Amateur experience is helpful in getting an entry level job with a commercial studio, but post high school education is needed for industrial and scientific photography.

Advancement:

Photographers who prove themselves on the job will advance to more demanding assignments. A few industrial or scientific photographers may advance to supervisory positions. Magazine and news photographers may have the opportunity to become heads of graphic arts departments or photographic editors.

Employment Opportunities:

The employment outlook for photographers is mixed, depending on the type of work done and the geographic location. As is often the case, jobs are concentrated in more populated areas. Employment prospects for technical and scientific photographers in business and industry are quite good, while competition for all other photographic jobs will be very keen.

Beginning Salary:

This varies depending on the particular specialty chosen: $9,400-$24,000/year for professional photographers doing portraits, calendars, etc. $12,000-$25,000/year for commercial and industrial photographers doing catalogues, company reports, etc. $10,400-$17,000/year for photojournalists working on small to medium size newspapers.

Average Salary:

$18,000-$28,000/year for salaried professionals. Varies widely according to experience, skill, and type of organization.

Special Aptitudes:

Photographers need good eyesight, color sense, artistic ability and manual dexterity. They should be patient and detail oriented. A background in mathematics, physics, and chemistry is helpful for understanding the use of various lenses, filters, light sources and development processes.

What Miami-Dade Community College Has To Offer:

An Associate in Science two year degree in the following:

Commercial and Industrial Photography(J5):

This program trains the student in a variety of photographic and art related skills. Instruction covers portrait, still, fashion, and illustrative photography as well as, the business skills needed to manage a photographic enterprise. A required internship provides practical experience.

Where To Get More Information:

Professional Photographers of America Inc.
1090 Executive Way
Des Plaines, Ill 60018

COMPUTER PROGRAMMER

Career Description:

Computer Programmers write and adapt the elaborate systems of instructions that control each step taken by computers. There are numerous areas of specialization open to members of this field. Those involved in business write the computer instructions necessary for countless operations such as calculating and printing all bookkeeping records, filling out actual pay checks, and running both the accounts payable and receivable systems. Programmers may also be asked to develop functions such as the reservation systems of hotels or airlines, the freight car dispatching system of a railroad, or the detailed record keeping, and check clearing systems for depositor's bank accounts.

In contrast, programmers specializing in scientific or engineering areas draw on their knowledge, in those specific realms, to write computer instructions for solving complex mathematical problems, such as those required for the eventual development of an airplane, or perhaps the steering of a space rocket. Programmers write, in coded instructions, the step by step procedures through which computers operate when solving specific jobs or applications. Thus programmers must become thoroughly acquainted with the various programming languages including: COBOL, FORTRAN, BASIC AND PL-1. Programmers are also expected to "debug" the programs they write, until they reach the stage of operation required to perform the particular task correctly. Programmers may also adapt, revise or enlarge systems, to enable the already existing programs to adapt to new computer needs.

Training and Qualifications:

There are no universal training requirements for computer programmers; however, various programs are offered in vocational schools, business schools, colleges and universities. Frequently high school graduates have completed courses in data processing, and this is an asset, but not essential, for a career in this field. High school graduation, or a General Education Diploma is usually required before any training commences. Many employers prefer to employ college graduates, either from two, or four year programs. Experience in business skills, accounting and inventory control is particularly helpful, and an asset when seeking employment. Once employed, additional courses are usually required to keep pace of changing trends in the industry.

Advancement:

Opportunities for advancement, up to a certain level, are good. In large organizations personnel in this field may be promoted to lead programmers and be given supervisory responsibilities, and an individual can move up to a position similar to that of a programmer analyst, who typically, holds a higher degree. Experienced programmers may also be involved in tasks approaching the complexity of those carried out by a computer systems analyst.

Employment Opportunities:

Prospects for entering this field are very good. Ongoing expansion in computer use will provide personnel working in this field with opportunities for growth and advancement. Programmers usually work in clean quiet offices or computer rooms, in pleasant surroundings. Employment openings can be found in manufacturing firms, data processing organizations, government agencies, and insurance companies.

Beginning Salary:

For a graduate of a two year degree program, or with experience in the field, earnings are between $14,000/year and $20,000/year.

Average Salary:

Generally between $20,000/year and $32,000/year. With certification and experience earnings may be higher.

Special Aptitudes:

Programmers require an ability to think logically, consistently and specifically, for long periods of time; therefore, a good attention span is vital. High levels of patience, accuracy in working with details, and ingenuity are valuable assets. Sound knowledge of business procedures or scientific technical experience would be a bonus when seeking a job opening in related fields.

Related Occupations:

System Analyst
Operational Research Analyst
Financial Analyst
Mathematical Technician

What Miami-Dade Community College Has To Offer:

Miami-Dade Community College offers a wide variety of computer science, and related technology courses, for both credit and non-credit. An Associate in Science Degree program in Business Data Processing/ Computer Programming(55) is also available.

In addition, there are Specialized-Training Opportunities offered at North Campus in the Use and Application of Microcomputers, and Word/Information Processing. These are non-degree programs worth eleven or eighteen credits respectively. The CHANGE Center also offer a course: Introduction to Computers(3 credits) as part of its Management Education for Growth Opportunities(M.E.G.O.) Program.

Where To Get More Information:

American Federation of Information Processing Societies
1815 North Lynn Street
Arlington, VA 22209

Data Processing Management Association
505 Busse Highway
Park Ridge, Ill 60068

Computer Science Association
Miami-Dade Community College, North
11380 N. W. 27th Avenue
Miami, FL 33167

COMPUTER SERVICE TECHNICIAN

Career Description:

Computer service technicians keep the highly complex electronic and electromechanical equipment associated with computers in working order. This involves performing routine preventive maintenance, as well as, diagnosing and repairing malfunctioning equipment. Their services are vital to many aspects of our lives. Computers are used in communications, travel, entertainment, and the hospitality trade; they are also essential components of business and industry.

Computer service technicians assist in the installation of new equipment, and some may specialize in a particular model or system. Besides knowing how to use special tools and test equipment, they must be familiar with technical and repair manuals, and keep up with changing technology and maintenance procedures.

Although much of a computer technicians work is involved with machines, they also work with people. A part of their job is in public relations, where they offer technical advice, handle complaints, and generally promote customer satisfaction and good will. Experienced technicians help train new technicians, and may have some supervisory duties.

Training and Qualifications:

Vocational and technical institutes, community colleges, and universities, all offer courses and programs to prepare for a career in this field of computer technology. Most employers require that applicants have between one to two years post high school training in basic electronics. A knowledge of basic computer programming is helpful, but not essential. Newly trained technicians usually receive additional training from their employer. This includes experience with computer equipment, doing basic maintenance, and using test equipment to locate malfunctions. Trainees move from relatively simple systems to more complex ones, until they are capable of working with a variety of equipment.

Because manufacturers continually redesign equipment and develop new uses for computers, even experienced technicians must keep up with these changes and continually upgrade their skills and knowledge. Many technicians take advanced training in order to specialize. These courses may include: programming, systems analysis and computer design.

Advancement:

Prospects for advancement are very good in this field. It is predicted that the industry will continue to expand, and that more technicians will be needed to install, maintain and repair this equipment. The development of new computer systems for use in the medical, educational, and traffic control fields will, in turn, provide excellent employment opportunties for trained personnel.

Employment Opportunities:

Employment in this field is expected to grow faster than average for all occupations. With vocational school or college qualifications the prospects for entry level positions are good, and are expected to increase. The demand for service technicians is relatively unaffected by economic fluctuations. Computer service technicians are usually assigned several clients, depending on their area of specialization. Most technicians are consequently required to travel, but this is usually restricted to a local designated service area.

Beginning Salary:

This varies, depending on the area of employment and the level of education. Generally between $14,000/year and $16,000/year.

Average Salary:

Fully trained computer technicians may earn $20,000/year and upwards, depending on the type of employment and their area of specialization. Senior technician may receive up to $30,000/year.

Special Aptitudes:

Computer service technicians should possess good analytical abilities, and be able to think logically and sequentially. The complexities of computer malfunction also require considerable patience and perseverance. Normal color perception and hearing range is also necessary.

Related Occupations:

Office Machine Servicer
Biomedical Equipment Technician
Sound Technician
Electrical & Electronic Technician

What Miami-Dade Community College Has To Offer:

An Associate in Science two year degree program in the following:

Electrical Distribution Technology (70):

This program provides the basic principles of electrical power distribution and use of electrical power. Laboratory experience familiarizes the student with the operational procedures used in this technology. Courses include: Power Transmission, Algebra/Trigonometry, and Technical Drawing.

Electronics Technology (56):

This program prepares students for work as technicians in various fields of electronics technology. Courses include: Basic and Advanced Electrical Circuits, Communications Systems, Digital Computer Circuits, and Network Analysis. Miami-Dade Community College also offers an eleven credit program in the Use and Application of Microcomputers in its Specialized Training Opportunities program. This includes three credits of Microcomputer Servicing and Maintenance.

Where To Get More Information:

Computer and Communications Industry Association
1500 Wilson Blvd.
Arlington, VA 22209

CONSTRUCTION INSPECTOR

Career Description:

A person in this field inspects different construction projects such as buildings, roads, and bridges in order to ensure that safety codes are being followed. They report violations and enforce laws, as well as, doing quality tests and interpretations of blueprints. In the course of this work an inspector would visit worksites to check materials, discuss the project with construction supervisors, and estimate structural strengths. A person working in this field may be employed by a private company, or by municipal, state or federal government.

Training and Qualifications:

While on-the-job training is possible, entry level opportunities are better with vocational or college qualifications. These involve courses in construction methods, architectural graphics, technical math, building codes and other related areas. A two year Associate in Science degree would ensure the best employment openings.

Advancement:

Limited without further certification and civil service exams. Specialization in various fields such as electrical, mechanical and public works facilitate advancement.

Employment Opportunities:

The major employer in this field is the government, either federal, state or municipal. However, some openings are available in the private sector. Employment of government inspectors is expected to grow more slowly than the average, but once employed job security is good. College graduates have a better than average chance of employment, especially if they have skills in construction technology.

Beginning Salary:

Between $18,000/year and $22,000/year for government employees. Salaries may vary in the private sector.

Average Salary:

About $26,000/year.

Special Aptitudes:

This career requires a tolerance for adverse weather conditions, heights and noise, as well as, technical and mathematical ability.

Rewards and Risks:

Risk of bodily harm at construction sites from accidental injury. There is also a chance of confrontation with workers and forepersons who are unwilling to comply with building codes.

Related Occupations:

Scheduler	Plant Superintendent	Plant Manager
Estimator	Production Operator	Production Manager

What Miami-Dade Community College Has To Offer:

Two year Associate in Science Degree in the following:

Building Construction Technology(64):

As a qualified construction technician in South Florida, the Miami-Dade Community College graduates will find a variety of job opportunities. They will also be qualified for position at the technical or mid-management level. Courses include: Building Construction Law, Planning and Cost Control, Building Code Regulations, and Construction Drafting.The scope of this program allows for a diversity of careers in the construction field.

Where To Get More Information:

Associated General Contractors of America
1957 E. Street, N.W.
Washington, DC 20006

CORRECTION OFFICER

Career Description:

Correction officers are directly responsible for establishing and maintaining order among inmates in correctional and detention facilities. They must also inspect the facilities to ensure inmate's safety and security. They enforce the upkeep of sanitary conditions and ensure that no hazardous situations occur. However, the correction officer's main focus lies in the harmonious supervision of prisoners, the minimization of disorder, and the prevention of escape attempts. In turn, they devise work schedules, accompany prisoners between work and rest areas, and also screen visitors.

In many facilities correction officers also supplement the counseling services offered by psychologists and social workers. They help new prisoners adapt to institutional life, and attempt to prepare outgoing inmates for future civilian life. On a more personal level, correction officers are on hand to help inmates contact their families, seek employment, or rearrange their prison schedules to allow for work, study or training. Correction officers may also work in the area of Human Resources, in institutions which treat and care for the disturbed and the criminally insane.

Training and Qualifications:

Training for correction officers may take place either on-the-job for the first two to six months, or in training academies for a shorter period of time. Most states require that a candidate should be over eighteen years of age, and have a high school or General Education Diploma. In the State of Florida applicants for this career need to be hired by a law enforcement agency prior to the commencement of training, which lasts approximately sixteen weeks. The course in Basic Law Enforcement includes college courses and field experience. Candidates must be U.S. citizens, Florida residents, and over nineteen years of age.

Advancement:

The prospects for advancement are good. In some institutions officers may be trained as formal counselors for inmates. Correction officers may, with training and experience, advance to the position of correction sergeant. They may also be promoted to supervisory and administrative positions, or transfer to related areas such as probation and parole.

Employment Opportunities:

Prospects for entering this field are very good, and the expansion of correctional facilities will ensure ample employment and advancement opportunities. People employed in this area may work at state correctional institutions such as prisons, reformatories, and prison camps. They may also work in city and county jails, or evaluation and treatment centers.

Beginning Salary:

Salaries vary from state to state, but in Florida correction officers in training earn between $15,000/year and $16,600/year depending on the government agency. The State Department of Corrections pays less than county or city law enforcement departments.

Average Salary:

Approximately $24,000/year, but more for a correction sergeant who, depending on qualifications and experience, could earn up to $30,000/year.

Special Aptitudes:

The training course is strenuous and candidates should be in excellent physical condition. They are rigorously screened for physical limitations and evidence of any law infractions. Correction officers have to temper authority with understanding and fair mindedness; they also need to possess the ability to remain calm in potentially volatile situations.

Risks and Rewards:

Officers in this field work with mentally ill and criminal inmates. There is an inherent risk of violence and possible injury. However, for vocationally minded people, there is satisfaction in helping others in a practical and personal manner, under difficult conditions.

Related Occupations:

Bailiff
Body-guard
Security Guard
House or Store Detective
Probation Officer
Parole Officer

What Miami-Dade Community College Has To Offer:

The Criminal Justice Administration department at North and South Campuses offer programs for students who are considering careers in Law Enforcement, Corrections and Security.

Where To Get More Information:

Dade Correctional Institution
P. O. Box 1289
Homestead, FL 33090

Dade County Corrections and Rehabilitation
1500 N. W. 12th Avenue
Miami, FL 33136

DISPENSING OPTICIAN

Career Description:

Dispensing opticians work in stores, or other outlets that sell prescription eyeglasses. They take the customer's prescription, help select appropriate frames and write the orders necessary to have the lenses ground. In many states they are also responsible for fitting contact lenses.

The daily duties of a dispensing optician require that he or she work continually with customers. They must measure the distance between the center of the pupils of the eye to determine how lenses should be positioned. With their accumulated information, dispensing opticians then write up the work orders to have the glasses prepared. Dispensing opticians also adjust the frames so that they fit comfortably on the customer's face.

In the dispensing of contact lenses, opticians follow opthamologists prescriptions and measure the corneas of the customer's eyes. This service however, requires more skill and care than the fitting of regular eyeglasses.

Training and Qualifications:

While it is possible for a person to obtain on-the-job training in this career, there are programs available at colleges, vocational schools and optical manufacturers. A high school diploma or General Education Diploma is a prerequisite for entry into most of these programs. Some colleges offer two year Associate in Science degree courses, and some of these are nationally accredited by the Commission on Opticianary Accreditation.

Many states, including Florida, require dispensing opticians to be licensed. Professional certifications are also offered for qualified dispensing opticians, and these lead to valuable professional recognition. Continuing education is normally required to maintain these certifications. Some colleges offer simultaneous courses in other areas of the field, for example, in opthalmic laboratory technology. These are an advantage when seeking employment.

Advancement:

This field offers good opportunties for advancement. Many dispensing opticians go into business for themselves, and others progress in their fields by becoming managers of retail optical stores, or sales representatives for eyeglasses or lens manufacturers.

Employment Opportunities:

The long-term growth expected in this field will be largely due to the general population increase, and the rising percentage of elderly persons in the population. The expansion of insurance coverage, and increased awareness of the necessity for eyecare, also contribute to this growth factor. Employment opportunities for the college graduate are good, especially in urban areas where there are a large number of elderly residents. Those who have experience in other areas, such as an opthalmic laboratory technician, have an edge when competing for a job.

Beginning Salary:

Earnings will vary depending on location and training. A graduate of an accredited program could expect to earn between $14,000/year and $16,000/year.

Average Salary:

About $18,000/year. Owners and managers could expect to earn between $20,000/year and $30,000/year.

Special Aptitudes:

An ability and interest in science and mathematics is required because dispensing opticians must have a firm understanding of optics. Good communication skills, tact, and a pleasant personality are also important since this is a service industry.

Related Occupations:

Opthalmic Medical Assistant
Optometric Technician
Optician

What Miami-Dade Community College Has To Offer:

A two year Associate in Science degree program in the following:

Vision Care Technology/Opticianary(1H):

(Medical Center Campus only)

The graduate of this program has three career options, or a combination of the three: Opthalmic Medical Assistant, Optometric Technician or Optician. Miami-Dade's program is nationally accredited by the American Optometric Association Council on Education, and enjoys an excellent reputation with local professionals in the field. Students considering this field should contact an advisor at the Medical Campus.

Where To Get More Information:

Opticians Association of America
1250 Connecticut Avenue, N.W.
Washington, D.C. 20036

DRAFTER

Career Description:

Drafters produce detailed drawings which represent the exact dimensions and specifications of an object. They translate the ideas and rough sketches of engineers, architects, and designers into working plans. Drafters are often classified according to the type of work they do or what responsibilities they have.

Senior Drafters use the information provided by engineers and architects to prepare design layouts and scale drawings of the object to be built.

Detailers draw each portion of the layout providing information regarding the dimensions and specific materials to be used.

Checkers examine drawing for errors and tracers prepare drawings for reproduction by tracing them on transparent cloth, paper, or plastic film.

Training and Qualifications:

On-the-job training combined with a two year degree course in drafting and graphics provides the necessary level of skills to enter the job market. Students may develop their specialty area during this period and college courses usually include on-site experience.

Advancement:

Generally considered good, but may vary in different fields of specialization.

Employment Opportunities:

Especially good in the area of Computer Aided Graphics and Electronic Drafting. In other areas, employment openings are good for skilled workers with an Associate in Science degree.

Beginning Salary: Between $14,000/year and $18,000/year.

Average Salary: varies widely - about $21,000/year.

Special Aptitudes:

Accuracy, attention to detail, skill and patience, as well as, math ability, and manual dexterity.

Related Occupations:

- Commercial Drafter
- Design Drafter
- Map Drafter
- Landscape Drafter
- Civil Drafter
- Aeronautical Drafter
- Structural Drafter
- Mechanical Drafter
- Electrical Drafter
- Electronic Drafter
- Computer Aided Drafter
- Architectural Drafter

What Miami-Dade Community College Has To Offer:

Two year Associate in Science degree programs in the following:

Graphic Arts Science Technology(57):

The graphic communications industry provides the link between business and the consumer. With a faster growth rate than the gross national product, this industry is in urgent need of men and women trained in graphic arts. Miami-Dade's program offers training for these options: printing administrative technician and printing production technician.

Architectural Technology(53):

As an architectural technology student at Miami-Dade you will learn how to translate the designs and structured systems of the architect. Several specialties will be open to you: technical drafting, cost estimating, material selecting, specification writing, and preparing presentation drawings of models.

Interior Design Technology(87):

At Miami-Dade you will study all aspects of commercial and residential interior design, including design presentation techniques, materials and sources, the influences of historial styles and the requirements for a successful professional business operation.

Engineering Drawing and Design Technology(65):

Skilled drafters are in demand in a wide variety of industries throughout South Florida. Studies in this field include structural engineering, manufacturing, commercial illustration, computer draftings and electrical representation.

Where To Get More Information:

American Institute for Design and Drafting
102 North Elm Place, Suite F
Broken Arrow, Okla. 74012

ELECTRONIC AND ELECTRICAL TECHNICIAN

Career Description:

A worker in this field develops, manufactures, and services electronic equipment and systems. Because the field is so broad, electronic and electrical technicians often specialize in one area, such as automatic control devices or electronic amplifiers. There are further opportunities to be found in some specialties, such as, radio or television, aviation and science.

One of the largest areas of employment is in research and development. Technicians assist engineers and scientists by making prototypes, setting up experiments and equipment, as well as, conducting routine design work.

In the area of production, a technician may prepare specifications for components and devise and conduct tests to ensure product quality. They may also work in a supervisory capacity, or they may be involved in technical sales. Technological advances are constantly opening up areas of work in new fields, for example, medicine and environmental protection.

Training and Qualifications:

While on-the-job training is available, most employers prefer applicants who have some specialized technical training. Technical institutes, vocational schools and community colleges all offer courses in this field. A two year Associate in Science degree with certification would provide optimum chances for job entry. Practical experience is needed in conjunction with theoretical study.

Advancement:

The field of electronics is rapidly expanding and advancement prospects are good.

Employment Opportunities:

Openings are expected to increase in all areas of specialization, and for the graduate with an Associate in Science degree and some practical experience, the outlook is particularly bright. Once employed, job security is good and working conditions are pleasant.

Beginning Salary:

For the graduate of a two year program pay is about $15,000/year.

Average Salary:

About $24,000/year for senior technicians in industry, a federal government position pays more, approximately $32,000/year.

Special Aptitudes:

People considering a career in this field need good technical and mathematical skills. Algebra, and a minimal amount of trigonometry are prerequisites for college courses.

Related Occupations:

- Communications Technician
- Field Installation Technician
- Quality Control Technician
- Audio Systems Technician
- Specifications Writer
- Production Test Foreperson

What Miami-Dade Community College Has To Offer:

Two year Associate in Science degrees in the following:

Electrical Distribution Technology(70):

Instruction in this course centers on the basic principles of electrical power distribution. Upon graduation the student is prepared to enter or advance in the career field of electrical distribution, requiring the generation, distribution or use of electrical power.

Electromechanical Technology(R4):

This program combines equal parts of electronic mechanical technology and instrumentation. Graduates are qualified to install, calibrate, repair and control the operation of systems which include the interface of two or more technologies.

Electronics Technology (56):

Qualified electronic technicians are sought by large industries including television, radio, electronic component and computer manufacturers, as well as, maintenance operations. If you are interested in the study of electric circuits, computer principles, and new electronic devices, this is the course for you.

Where To Get More Information:

International Society of Certified Electronics Techicians
2708 W. Berry, Suite 3
Fort Worth, TX 76109

FUNERAL DIRECTOR AND EMBALMER

Career Description:

Funeral directors and embalmers perform an important service by taking care of the many arrangements for burial of the deceased. The director oversees the business details which involve dealing with documents, obituary notices, and insurance or social security benefits. In addition, a director organizes transportation of the casket and mourners, attends to the details of the service, and generally offers support to the family of the deceased.

Embalmers prepare the body of the deceased for viewing and burial. In the process, they drain the circulatory system and replace the blood with preservative fluid, restore disfigured features and apply cosmetics to give the body a natural look. After washing the body, the embalmer dresses it, and lays it in the casket.

In large funeral homes these two functions are separate, but in smaller operations they are frequently combined, and some office work may also be included in the job description.

Training and Qualifications:

Funeral directors and embalmers are required to be licensed. Generally embalmers must be 18 years old, have a high school diploma, successfully complete an educational program in mortuary science, and pass a state examination. Some colleges have mortuary science programs accredited by the American Board of Funeral Service Education. In Florida, one year internship is required after graduation from an accredited degree program.

Advancement:

Tends to be slow, but advancement opportunities are generally best at large funeral homes where directors and embalmers may earn promotions to such managerial positions as personnel or general manager. Some people in this field are able to establish their own businesses.

Employment Opportunities:

At present, the number of openings due to retirement, death, and transfer to other occupations, is about equal. Graduates from college programs should be able to find placements in funeral service businesses. The opportunities are greater in geographical areas where there are large numbers of elderly residents. Most funeral personnel work in funeral homes, but some may work in hospitals and morgues.

Beginning Salary:

This varies depending on the size of the operation, generally below $13,000/year for the internship year and reaching to $15,000/year when licensed.

Average Salary:

Between $15,000/year and $30,000/year.

Special Aptitudes:

A person working in this field must be able to view and handle bodies, which may be mutilated or deformed. This work requires a high level of personal interaction with many different types of people.

Risks and Rewards:

Funeral personnel are open to the risk of disease and contamination, but probably no more than people working in the medical profession. The work load may fluctuate considerably, and overtime and shift duties may be a job requirement.

Related Occupations:

Mortician

What Miami-Dade Community College Has To Offer:

An Associate in Science degree in the following:

Funeral Service Education(62):

Students in this two year program are given a broad understanding of all phases of funeral home operations, as well as, the public health role of the funeral director and the embalmer. The funeral service program is accredited by the American Board of Funeral Service Education, approved by the Florida State Board of Funeral directors and embalmers, and Funeral Service boards of most U. S. States.

Where To Get More Information:

National Funeral Directors Association of the United States, Inc.
135 W. Wells Street
Milwaukee, WL 53203

National Selected Morticians
1616 Central Street
Evanston, IL 60201

GRAPHIC ARTIST/COMMERCIAL ARTIST

Career Description:

An artist working in this career creates artwork for the promotion of ideas, goods and services. There are many specialized jobs in this field which encompass the fashion industry, the sciences, advertising, and communications. Among a variety of tasks, a commercial artist designs formats for publication, executes free hand and mechanical lettering, does layouts and paste-ups and utilizes other design techniques. The use of computer graphics is a relatively new innovation, and is increasingly used as part of the design process.

The areas of specialization are broad, but require similar basic skills in drawing and technical skills. A specialist may work as a fashion artist, a scientific or medical illustrator, a cartoonist or an animator. They may also work in the area of design and organize the creation of effective visual impressions other than graphic design. They may use photographs, type style and other mediums to produce a total effect.

A designer may be involved in media production, fashion, industry and interior planning. More experienced designers often advance to supervisory and administrative positions, to become art directors. They are responsible for creating visual effects calculated to sell a product or commodity, and overseeing the entire process from start to finish.

Training and Qualifications:

Two years of college or art school courses are needed to obtain an Associate in Science degree in either Commercial Arts and Advertising Design, or Graphic Arts. Most programs require a level of competency in high school drawing, however, equivalent courses are generally available in community colleges.

Advancement:

This depends on the area of specialization and the level of skill and talent. Competition is keen and it may take several years to reach the higher income level.

Employment Opportunities:

Openings in this career are generally considered less than average; however, employment projections indicate significant growth in the South of Florida.

Beginning Salary:

This varies depending on qualifications and place of employment. The range is between $14,000/year and $20,000/year.

Average Salary:

Nationwide for commercial artists is between $18,000/year and $35,000/year.

Special Aptitudes:

Apart from considerable artistic talent, a person choosing a career in this field needs the ability to perform detailed work, meet deadlines, and endure long periods of time spent at a drawing table.

Rewards and Risks:

The nature of the work brings with it a creative satisfaction usually missing in the employment field. Because this industry is subject to variations in the economy, job security is less than average.

Related Occupations:

Graphic Designer
Illustrator
Paste-Up Artist
Interior Designer
Animator
Graphic Artist
Art Director
Display Worker
Fashion Illustrator
Cartoonist
Lay-out Artist
Letterer
Technical Illustrator

What Miami-Dade Community College Has To Offer:

Two year Associate in Science Degrees in the following:

Graphic Arts Science Technology(57):

The graphic communications industry is in need of personnel trained in graphic arts. Miami-Dade's program offers two options: printing administration technician and printing production technician. Courses in this program include: Color Reproduction Technology, Technical Mathematics and Printing Management.

Commercial Art and Advertising Design(R5):

This program is designed to prepare creative students for a rewarding and challenging career. Students will develop a wide variety of art and related skills, and learn to use these skills in the field of advertising.

Interior Design Technology(87):

This program is planned to develop ability in the design of interiors, to encourage originality, and to foster talent in this field. It includes theoretical and technical aspects of interior design and enables a graduate to seek employment in the field of commercial and residential interior design.

Where To Get More Information:

Center for Arts Information Foundation
625 Broadway
New York, NY 10012

Graphic Arts Technical
4515 Forbes Avenue
Pittsburgh, PA

Business/Professional Advertising Association
200 E. 42nd Street
New York, NY 10017

HOSPITALITY MANAGER

Career Description:

Hospitality managers direct the operation of hotels, motels or food establishments, and are responsible for the profitability of the organization. They also oversee the management of personnel, security, accounting, marketing, and maintenance. In addition to looking after the welfare of guests and customers, managers have to handle problems, deal with complaints and cope with unexpected situations.

Large hospitality organizations usually centralize some areas of administration, for example, advertising and purchasing. Managers who work for these chains may be involved in the organization of new establishments, or the restructuring of existing ones, if they need upgrading. Administrators in large hotels, in addition to their other duties, may oversee the dining and catering facilities.

A manager of a small hotel is frequently involved in more routine operations which may include room assignments, reservations, and directing the housekeeping staff. In addition, they may carry out accounting and switchboard duties.

The functions of a manager in the restaurant business may include many of the duties mentioned previously. A person in this position is responsible for its smooth and efficient operation.

Training and Qualifications:

While it is possible to work up from lower level positions, and follow the traditional promotion route to management, college level degrees are usually required by most employers. Middle management positions require an Associate in Science degree. Within the curriculum, a student may specialize in a particular area, such as food services or purchasing. Some hotels have in-house schools and training programs for further training.

High management positions require considerable experience and usually a further degree. However, many hospitality organizations will underwrite this cost if the employee demonstrates sufficient aptitude and motivation.

Certification with the American Hotel/Motel Association is an option for people with at least thirty six months of work experience. This may be used as a substitute for a degree.

Advancement:

Opportunities are best for applicants with college level training. With experience and aptitude employees may advance through middle management to higher executive positions.

Employment Opportunities:

The hospitality industry is expected to grow, especially in the large resort areas. A graduate with an Associate in Science degree could expect to find employment at lower management level, but once employed it is possible to advance rapidly. Openings in Florida are good for graduates of hospitality management programs.

Beginning Salary:

This varies greatly depending on the size of the organization, generally between $12,000/year and $19,000/year.

Average Salary:

$42,000/year for a general manager with experience.

Special Aptitudes:

People employed in this industry must be prepared to work in twenty-four hour shift patterns, usually for eight hours at a time. Overtime may be expected. They also should possess an ability to deal with all types of people, and remain cool-headed in stressful situations. Benefits are often good, and accommodation is frequently provided.

Related Occupations:

General Manager
Resident Manager
Front Office Manager
Assistant Controller
Controller
Reservations Manager

Security Director
Personal Director
Director of Sales
Director of Marketing
Director of Food & Beverage
Purchasing Director

What Miami-Dade Community College Has To Offer:

An Associate in Science degree in the following:

Hospitality Management(E4):

(New World Campus only)

This two year program offers a choice of specialization in food service, hotel management, or institutional management. The college's laboratory facilities include a modern, well-equipped kitchen, and service area for practical experience. The courses offered in this program include Fundamentals of Hospitality Supervision, Hotel Front Office Procedures and Marketing for Hotels and Restaurants, in addition to many other related programs. A co-operative education program assists students in finding positions which provide work experience for pay and credit.

Where To Get More Information:

American Hotel and Motel Association
888 Seventh Avenue
New York, NY 10019

INSURANCE CLAIM REPRESENTATIVE

Career Description:

Insurance claim representatives investigate claims, negotiate settlements, and authorize payments. Specialists in this career may work as claim adjusters or claim examiners, and may specialize in specific areas such as fire, automobile accidents, workers compensation or in the medical field.

A claim adjuster uses reports, physical evidence, and the testimony of witnesses during the process of investigating a claim. They are required to make sure that settlements reflect the claimants real losses, and to ensure that their companies are not subjected to false or inflated claims. Many companies use telephone adjusters to settle minor claims but frequently this job involves traveling, either locally or state wide, depending on the type of claim and the size of the company investigating it.

A claim examiner investigates contentious, or especially large claims and is a counterpart of the adjuster. Unlike the adjuster, their work is usually carried out from a desk, and does not routinely involve travel. Examiners may check claim applications, interview specialists, use policy files to verify information and calculate benefit payments.

Insurance claim representatives are also called upon to testify in court when contested claims cannot be settled otherwise.

Training and Qualifications:

A high school education, and some specialized experience, either clerical, medical, or in auto repair, is often sufficient for an entry level job. However, most companies prefer college graduates and a two year degree would give a prospective employee a better chance of entering the field at a high level.

No specific program of study is recommended, but knowledge of insurance practice, business operations and economics would be helpful. Many large companies provide on-the-job training and home studies programs. The Insurance Institute of America offers a six semester program leading to an associate degree. This course can be taken by home study or college classes. All states require certification.

Advancement:

Representatives who show competence in claims work, or administrative skills may be promoted to departmental supervisor or manager. Generally, advancement potential is fairly high.

Employment Opportunities:

This field is expected to grow, although the increase in drive-in auto claims centers may possibly affect employment in this area of specialization. Employment of claim representatives is expected to grow and job entry opportunties are considered good.

Beginning Salary:

This varies according to the size of the company and the qualifications of the applicant; usually between $13,000/year and $15,000/year.

Average Salary:

With experience around $21,000/year.

Special Aptitudes:

Any specialized knowledge is helpful, for instance an understanding of medical and legal terms, as well as, federal and state insurance laws and regulations. Adjusters need to be able to deal with difficult and hostile clients. Examiners should be adept at mathematical computations. Claims representatives should possess good memories and enjoy working with details.

What Miami-Dade Community College Has To Offer:

Since there is not a specific recommended program for this work classification, a person planning a career as an insurance claim representative may consider the following courses at Miami-Dade Community College:

Administration of Business(Non Degree Code 5):

This is a twenty-one credit program for individuals who wish to seek employment in the field of business in general. It provides students with elementary courses in the different areas of business. This Specialized Training Opportunties Program will prepare students for a beginning position in a managerial structure. Courses include: Principle of Accounting, Principles of Economics, and Survey of Management.

Where To Get More Information:

American Council of Life Insurance
185K Street, N. W.
Washington, D.C. 20006

Appraisers Association of America
60E - 42nd Street
New York, NY 10165

LAND SURVEYING TECHNICIAN

Career Description:

Members of this profession are expected to perform a wide variety of tasks including the establishment of legal boundaries of tracts of land, the setting of land valuations, the measurement of building sites, the conducting of geographical surveys and the preparation of maps and reports based on their findings. Ultimately, the responsibility for the precision measurement of land and the subsequent translation of same into accurate diagrams which can, in turn, be utilized by landowners, developers, builders and state officials as a legal document, lies with the land surveyor. Thus, land surveyors are directly responsible for planning field work, selecting survey reference points and preparing sketches, maps and reports. A technician in this field would assist a certified surveyor in these tasks.

Other areas of specialization are open to members of this field. Geophysical prospecting surveyors mark sites for subsurface exploration. Marine surveyors study harbors rivers and other bodies of water to determine shorelines and photogrammetrists interpret photographic images to determine the physical characteristics of a given area. Land Surveying technicians may work in any of these areas and work under the direction of a superior.

Although surveyors and their technicians work in an office setting when drafting or researching, much of their time is spent out-of-doors in a variety of settings.

Training and Qualifications:

Most people prepare for a career in this field by combining post-secondary school courses in surveying, with extensive on-the-job experience. A high school degree, or General Education Diploma is a prerequisite to commencing a training program in the field of surveying.

Licensing is required by all states, but requirements may vary. A technician is not usually eligible to take these examinations until they have several years experience in survey work.

Advancement:

Although this field is expected to expand, income advancement is limited without further qualifications and extensive job experience.

Surveyors who demonstrate the necessary skills and experience can advance to the position of survey party leader. After gaining a license, they may open their own businesses and consult for private individuals and construction companies.

Employment Opportunties:

Engineering and consulting firms employ about one half of trained surveying personnel. Federal, state and local government employs approximately a quarter in their various agencies. These include the Bureau of Land Management, the National Ocean Survey and the Defense Mapping Agency. Most surveyors and technicians in local government work for highway departments, urban planning and redevelopment agencies. Public utilities, construction firms and, oil and gas extraction companies are all alternative areas of employment. In addition, there are many privately owned companies who specialize in marine, air and land surveys.

Beginning Salary:

In 1985, high school graduates with little or no training or experience earned about $10,500/year at entry level. Those with a two year associate degree earned approximately $12,860/year.

Average Salary:

About $15,000/year but this increases with further qualifications and experience. The average salary for land surveyors in 1984 was $28,500/year.

Special Aptitudes:

Since much of a surveyors work is conducted out-of-doors, often in difficult terrain, good physical condition is essential. A person working in this field also needs strong calculation skills and the ability to make an accurate assessment of detail when working with maps and drafts.

Related Occupations:

Cartographer
Topographical Drafters
Cartographic Drafter
Geodesist

What Miami-Dade Community College Has To Offer:

The college offers an Associate in Science two year degree in the following:

Land Surveying(J1):

This program prepares students for immediate employment in the land surveying profession in a para-professional capacity. It also provides the necessary technical knowledge required for the professional registration examination. Courses include: Topography and Mapping, Photogrammetry, and Land Surveying Computations, as well as, surveying and land use.

Where To Get More Information:

American Congress on Surveying and Mapping
210 Little Falls Street
Falls Church, VA 22046

LAW ENFORCEMENT OFFICER

Career Description:

Law enforcement personnel are responsible for maintaining law and order in society. This mandate encompasses a wide range of duties from criminal investigations, to public relations in schools and youth organizations. A law enforcement officer may work with municipal police departments, with the state, or in one of the many areas of specialization available to a trained officer.

Local police officers and deputy sheriffs offer a wide range of protective services to the community. They direct traffic, operate communications systems, prevent and investigate criminal acts, write reports and attend court hearings. They are trained to administer emergency first aid to accident victims, and also assist fire fighters and other protection service personnel. Specially trained police officers may work in units which investigate handwriting and finger print identification, firearms identification or chemical and microscopic analysis. They may also be assigned to special service divisions such as harbor patrol, canine corps, mobile rescue teams, and mounted or motorcycle police.

State police officers, otherwise known as highway patrol and state troopers, patrol highways to give assistance to motorists and enforce highway laws. In most states, they also enforce criminal law. State police officers may work alone or with other officers in such varied areas as congested business districts, or outlying residential neighborhoods.

Training and Qualifications:

The requirements vary from state to state; however, in Florida candidates must be U.S. citizens, Florida residents, and be over eighteen years of age. In addition, they are required to undergo physical examinations, and background checks for previous law infringements. They are required to have completed fifteen credits of college level courses including three English courses. High school or a General Education Diploma is also a prerequisite. Community colleges, colleges and universities offer post-high-school education in justice administration and law enforcement. These programs take approximately sixteen weeks from start to completion. Certification is necessary in most states.

Advancement:

Police officers, after serving for a required period of time, become eligible for promotion. Opportunities for advancement are high. Promotion routes may include specialization, plain clothes investigation and juvenile work. State police officers can, after passing required examinations, progress from private, through the ranks, up to the position of captain.

Employment Opportunties:

The level of government spending influences the employment of law enforcement officers, but locally employment opportunities are expected to increase. Job security is good; once employed, and with experience, it is possible to transfer to other agencies. Most law enforcement personnel are employed by local governments. State police and investigative agencies employ about ten percent of trained officers, and the various federal agencies employ approximately five percent.

Beginning Salary:

Salaries vary from state to state, but in Florida they are generally between $17,000/year and $20,000/year for trained officers. Larger divisions pay higher wages than smaller departments.

Average Salary:

Promotions are made according to experience, performance, the length of time in the force, and written examinations. Salaries may be anywhere between $20,000/year and $28,000/year.

Special Aptitudes:

Police officers are expected to possess complete integrity, in both their professional, and private lives. They have to be quick thinking, alert, and in strong physical condition, as well as, being courageous and dedicated.

Police work requires scrupulous attention to detail when carrying out investigative tasks and a candidate should possess this ability. In the Miami area, a knowledge a Spanish is also an asset, though not essential.

Risks and Rewards:

There is an inherent risk of injury and accident for the majority of law enforcement officers working in the public sector. This risk is considered higher than average for most occupations. Fringe benefits are good and typically include: uniforms, medical insurance, pension and retirement plans, and tuition reimbursement.

Related Occupations:

Security Guard
Fish and Game Warden
Fire Marshal
Correction Officers

What Miami-Dade Community College Has To Offer:

The Criminal Justice Administration department offers programs in Law Enforcement at both North and South Campuses. In order to become fully certified a candidate is required to complete a Pre-Service Institute program(P.S.I.) and pass the necessary examinations. The course lasts approximately sixteen to seventeen weeks and full-time attendance is required. The pre-requisites of this program are, the completion of fifteen credits of college level courses, including nine English credits. Other courses may be taken from the Criminal Justice Administration(84) Associate in Science program. These include lectures for three credits each, in Criminal Justice and the Community, Narcotics and Dangerous Substances, Introduction to Criminology, and Crime Scene Technology.

Where To Get More Information:

Metro-Dade Police Department
1320 N. W. 14th Street
Miami, FL 33125

Miami Police Department
P. O. Box 016777
400 N. W. 2nd Avenue
Miami, FL 33139

LEGAL ASSISTANT

Career Description:

Legal assistants or paralegals work under the direct supervision of an established lawyer. In this respect legal assistants are required to perform many of the duties attributed to lawyers, with the exception of accepting clients, setting legal fees, or actually presenting a case.

Legal assistants perform background work which may not always demand a lawyer's expertise, but is nonetheless often crucial to the outcome of a case. Legal assistants may be called upon to investigate the exact facts of a case, research pertinent laws, decisions, articles, and to prepare written recommendations, based on their findings, of how the lawyer may most effectively proceed. Legal assistants may prepare written arguments, file pleas, and generally assist the lawyer throughout the duration of a trial. They may also assist in the drafting of documents such as contracts, mortgages and wills.

There are many areas of expertise open to legal assistants. Those who work for corporations help attorneys with the handling of specific corporate matters. Those employed by government agencies analyze material for internal use, and prepare explanatory information on the law for public use. Those who work for the community help the disadvantaged, the impoverished, or those individuals who are ignorant of the law, by filing forms and preparing documents for them. Some legal assistants enjoy a varied agenda, while others prefer to concentrate on only one aspect of the law.

Training and Qualifications:

There are many ways to become a legal assistant. Business schools, legal assistant associations, universities, and community colleges all offer training programs. On-the-job training is another alternative. In general, a High School diploma is a prerequisite for anyone entering this field; in the absence of this, a General Education diploma may be substituted. Most legal assistant programs take about two years to complete, some take as long as four years. Many employers prefer applicants who have some specialized knowledge in a particular area. These areas may include research techniques, estate planning and probate, litigation, and criminal law.

While it is not essential, many legal assistants take certification examinations which are administratered each year. People who pass this examination may use the designation Certified Legal Assistant(CLA). This qualification is considered prestigious and is an asset when applying for positions in law firms.

Advancement:

Chances of advancement are best with specialized knowledge and the Certified Legal Assistant qualification. There is a potential for significant advancement for those who possess these competencies, and have the necessary work experience.

Employment Opportunities:

The employment of legal assistants has grown tremendously in the past few years. This trend is expected to continue at a faster than average rate. Private law firms are the largest employers of legal assistants, however there are a significant number of openings in government agencies, community services, banks, and insurance firms. In addition to those positions, employment may be found with corporations, accounting firms and real estate development companies.

Beginning Salary:

Generally between $15,000/year and $20,000/year depending on qualifications and experience.

Average Salary:

Federal employees earn between $25,000/year and $27,000/year. Salaries in the private and corporate area vary, depending on the size of the company, but could well be higher.

Special Aptitudes:

Legal assistants must have excellent reading, writing and communication skills. They need to be able to handle legal problems, logically and systematically. Good research and investigative skills are also important. Knowledge of computer processing systems and typing are also helpful, if not essential.

Related Occupations:

Paralegal Assistant

What Miami-Dade Community College Has To Offer:

An Associate in Science degree in the following:

Legal Assistant AS. (T5):

(New World Campus only).

This two year course is designed for students who wish to seek immediate employment in the legal or criminal justice field as a semi-professional. This program will also assist persons who are already employed in the area and who desire advancement. Courses offered in this program include: Fundamentals of Law, Trial Practice, Domestic Relations Criminal Law and Law Office Management.

Where To Get More Information:

National Federation of Paralegal Associates
P. O. Box 1410 Franklin Station
Washington, D.C. 20044

MARKETING MANAGEMENT

Career Description:

The field of marketing management is a very broad one; it encompasses the areas of advertising, sales procedures, pricing, selling and servicing, as well as, public relations. A marketing manager coordinates all these functions to promote a commodity, service, or product before and after it reaches the public.

The concept of marketing is to establish a need, and then to fulfill it. This principle applies to the marketing of the complete range of goods, services and commodities, that our society has come to expect. Marketing skills require expertise in all areas, from advertising to public relations.

Advertising plays an important role in marketing, and is usually created by a specialist firm under the direction of the marketing organization. Sales managers are responsible for planning sales strategy and the recruitment training of sales personnel. They also develop sales forecasts, design and execute incentive plans and generally translate ideas into action.

Part of the marketing function is to price and service goods, and to monitor distribution systems. Utilization of market research data for pricing, competition and psychological impact, is yet another facet of this occupation. Researchers collect data on a particular product or service, analyze the results, and relate the information to the marketing manager. This information has a direct influence on sales promotions and techniques. Many large companies conduct test marketing trials of new products or commodities. They choose a sample demographic area for testing, and with the aid of a market researcher, evaluate the data obtained by opinion polls and sales records.

Public relations are another important element of marketing. Understanding the attitudes and concerns of customers, employees and the public in general, contribute directly to the process of marketing management. In order to improve communication, understanding and cooperation within this group, seminars, meetings and discussion sessions are implemented and encouraged.

Personnel employed in executive positions in the field of marketing are responsible for coordinating the above areas. In order to do this, they must be experienced and knowledgeable in all aspects of marketing techniques and practices. A career in this field is an exciting and challenging part of business organization.

Training and Qualifications:

Because this field requires a broad range of skills, a good general education is needed. On-the-job experience, especially in sales, is also a requirement. Post high school education is essential for most managerial positions, plus considerable work experience in the related fields. College level courses in marketing strategy, market research, buyer behavior and pricing policy would be valuable assets when seeking employment. While a four year degree in Marketing Management is required by most large companies, it is possible to obtain entry level jobs with an Associate in Science two year degree. This would provide excellent background knowledge and enable the successful candidate to advance to positions of greater responsibility.

Advancement:

Prospects are unlimited for persons with high energy, drive, ambition, and a strong public image.

Employment Opportunities:

In order to fulfill the requirement for sales experience, initial employment in this area should be strongly considered.

Other areas of occupation may include advertising, public relations, marketing research, and the distributing field: retail, wholesale and industrial. Marketing is considered to be one of the most lucrative fields that an ambitious and knowledgeable person can enter. Over half the jobs in the U.S.A. are in marketing, sales or customer service.

Beginning Salary:

This varies greatly depending on the type of employment; without post secondary education and work experience, salaries may be as low as $12,000/year.

Average Salary:

With the necessary qualifications, and work experience, income could be upward of $20,000/year.

Special Aptitudes:

A person entering this career needs to be ambitious, dynamic, and to possess considerable communication skills. They should enjoy interacting with all types of people. Success in this job depends, to a large extent, on the ability to project a strong and winning personality.

Risks and Rewards:

This is a highly competitive field, and at lower levels the turnover of personnel is greater then average; job security at this level is less than in other areas of employment. However, for a successful, competitive person, the rewards in terms of job satisfaction and remuneration, are considerable.

What Miami-Dade Community College Has To Offer:

A two year Associate in Science degree in the following:

Marketing Management(81):

This program has a two way objective: to prepare the student for a beginning position in distributive fields which require a high level of competence, and to aid the student who is presently employed and desires a range of business knowledge and increased responsibility. Marketing courses, related business subjects and general education courses provide a well-balanced program. Practical experience with local firms may be arranged for second year students with the approval of an internship coordinator.

Where To Get More Information:

American Marketing Association
250 South Wacker Drive, Suite 200
Chicago, Ill 60606

MOBILITY AIDE TECHNICIAN

Career Description:

This is a new career field recently developed by Miami-Dade Community College's Disabled Student Services, in conjunction with the Miami Lighthouse for the Blind. Workers in this career may be employed by agencies, education systems and also in the private sector. Their function is to teach blind or partially sighted people how to travel more effectively, and achieve maximum independence. This orientation is necessary whenever the blind are relocated to a new environment; this may be a school, place of work or a new residential area. Mobility aide technicians play a vital role in this readjustment process.

Training and Qualifications:

Since this is an unexplored area of vocational training, the long term requirements of this program have yet to be determined. However, it is expected that eventually this program will develop into a two year Associate in Science degree, probably sometime in the next two years. Students who enroll in the present course should be able to transfer their field experience and classroom credits to obtain a degree at a later stage.

Currently, the training period takes place over approximately two semesters. Orientation takes place in the classroom, at the Miami Lighthouse for the Blind, and on location.

Students will work with clients, under the supervision of trained specialists. The program includes three credits each of English and general psychology, as well as, instruction in the theory and practice of orientation and mobility. There are no prerequisites other than high school graduation or a General Education Diploma. A certificate is awarded to successful candidates on completion of the program.

Advancement:

This is probably limited from a financial viewpoint. Nevertheless, a freelance mobility aide technician may develop clientele who are willing and able to retain their services at higher than average rates.

Employment Opportunities:

A certified graduate from the Mobility Aide Program should have an excellent chance of finding employment at the Miami Lighthouse for the Blind. Other opportunities may be found in Special Service Agencies, schools, and in the private sector. Currently the demand for trained mobility personnel far exceeds the supply, and this trend is expected to continue. Florida, especially Miami, attracts a large number of elderly people. Many of these will become blind in the near future or suffer from incapacitating partial blindness. Vocational workers in this field will contribute towards a resolution of this crisis situation; with experience they could also assist in the training of new candidates entering the program.

Beginning Salary:

Unknown at this stage, but is projected to be between $13,000/year and $16,000/year depending on the place of employment. Private contracts could be more lucrative.

Average Salary:

No data available at this time.

Special Aptitudes:

Candidates wishing to enroll in this program are carefully screened. Tolerance, empathy, the ability to utilize public transport services and to remain calm in difficult situations are all necessary characteristics for a mobility aide technician.

Risks and Rewards:

The fact that this is an untested career field precludes accurate forecasts in the areas of salary and advancement. This occupation may also be physically demanding and carries with it a great deal of responsibility. However, for pioneers in this venture, the work will be challenging, rewarding and varied. The comparatively short training period is a positive factor which should not be discounted.

What Miami-Dade Community College Has To Offer:

A certification program in the following:

Mobility Aide Technician (non degree code):

This program, offered by the Social Science Department, and Disabled Student Services, and in conjunction with the Miami Lighthouse for the Blind, is unique. Since recruitment is limited, students participating in this course will experience individualized instruction and supervision.

Where To Get More Information:

Mr. Paul Edwards
Disabled Student Services
Miami-Dade Community College, North Campus
11380 N. W. 27th Avenue, Room 6115
Miami, FL 33167-3495

Mr. Michael Walsh
Orientation Coordinator
Miami Lighthouse for the Blind
601 S. W. 8th Avenue
Miami, FL 33130

PURCHASING AGENT

Career Description:

Purchasing agents buy the supplies, materials and equipment that are required to maintain production without undue interruptions. It is the industrial buyer's responsibility to obtain the highest quality of goods and services at the lowest possible cost. These agents may work in private industry, or in government agencies, and may be responsible for the acquisition of a wide range of goods, from raw material to regular office equipment.

Purchasing agents may utilize a variety of means to determine which is the most economical supplier for their needs. They compare listings in catalogs, directories and trade journals. They also meet with salespersons and attend equipment demonstrations. They may also invite suppliers to bid on large orders and then choose the most qualified and economical. Purchasing agents develop business relations with suppliers, and also work closely with members within their own organization. In a large firm, agents are usually responsible for one particular commodity; where as, within a smaller organization they may be responsible for a wide variety of goods and services.

Training and Qualifications:

There is no specific degree required in this field; however, many employers prefer to employ college graduates. Larger companies seek four year graduates from business, science or engineering programs, while smaller companies require only a two year degree. Many purchasing agents, who have clerical experience, receive on-the-job training, and work their way up to this position.

Continuing education is important in this field. Most agents participate in seminars, and take additional college courses. Certification is a part of this continuing education, and there are various levels and designations, depending on the nature of employment. Purchasing agents in private industry who have the necessary experience and education, and who pass the four required examinations may be recognized as a certified Purchasing Manager. The National Institute of Governmental Purchasing, Inc., offers two designations for government purchasing agents. Certification is a mark of attainment and is considered prestigious by professionals working in the field.

Advancement:

Promotional opportunities are good for capable purchasing agents. It is possible to advance from junior to managerial levels. Successful completion of certification exams is an important factor in the area of promotion and advancement. A qualified purchasing agent can become an assistant purchasing manager, advance to general manager, and progress to director or materials manager.

Employment Opportunities:

The prospects for entry into this field are fairly good, and an increase in demand for purchasing agents can be expected in the future. Employment may be found in the industrial sector and also in the service industries. Hotels, hospitals and schools, as well as government and advertising agencies all provide employment opportunities for persons with appropriate qualifications and background experience. Successful graduates from a two year program can be optimistic about finding job openings in this field.

Beginning Salary:

This will vary depending on a candidate's qualifications, experience, and the size of the organization providing the employment. Employees working in state agencies earn between $13,000/year and $16,000/year. Salaries tend to be higher in the private sector.

Average Salary:

Between $19,000/year and $35,000/year depending on the area of specialization and the level of experience.

Special Aptitudes:

Purchasing agents must be able to analyze technical data, make buying decisions, and assume fina~~nci~~al responsibility for large amounts of money. An aptitude in mathematics is necessary in order to deal with accounts and budgets. In addition, agents must be able to relate well to people, be able to work independently and have a good memory for details.

What Miami-Dade Community College Has To Offer:

There is no specific educational program in this field. However, entry level requirements are best served by taking business related courses or an Associate in Science degree in the following:

Business Administration(77):

This program is intended for students who wish to seek immediate employment in the field of business in general. Instruction includes office organization, personnel procedures, management, accounting, business law, finance and related subjects.

Where To Get More Information:

National Association of Purchasing Management
11 Park Place
New York, NY 10007

RADIOLOGIC TECHNOLOGIST

Career Description:

A technician working in this field operates X-ray equipment and takes pictures as required by the physician. With additional study they may specialize as a nuclear medicine technologist, radiation therapist or an ultrasound technician.

Radiologic technicians prepare patients for radiologic procedures including fluoroscopic examination. This involves tracing radio opaque dyes on a screen after they have been introduced into the patient's body.

A nuclear medicine technologist is responsible for the care and administration of radioactive materials. They also operate radiation detection devices and other laboratory equipment to measure or trace radionuclides in the patient. Radiation therapy technicians aid in the treatment of cancer patients. They prepare patients for radiotherapy, and administer prescribed doses of ionizing radiation to diseased body areas. They also operate various kinds of equipment, including high energy linear accelerators and particle generators.

Personnel in this field work under the supervision of the attending physician, and are an integral part of the medical team. Technicians may also have to perform administrative tasks, supervise laboratory personnel, record data, order supplies and keep inventories. The work settings include hospitals, clinics and dental offices.

Training and Qualifications:

There are many two year programs offered by colleges, hospitals and technical schools. To be certified by the American Registry of Radiologic Technologists, it is necessary to have graduated from an accredited program and to have passed a written examination. Specialization usually takes a further year of training.

Advancement:

Qualified, certified technicians can advance to positions such as supervisor or instructor. With further training, advancement opportunities are good in the related fields of nuclear medicine and radiation therapy.

Employment Opportunities:

The need for trained personnel is expected to continue. Expansion in this field is greater than in other occupations, especially in the southern states. It should be fairly easy to find entry level positions with the appropriate qualifications.

Beginning Salary:

About $14,000/year.

Average Salary:

This can vary depending on experience and qualifications, between $17,000/year and $23,000/year.

Special Aptitudes:

Because of the sophisticated nature of the equipment used in this field, an ability to understand and operate complex systems is necessary. Good health and emotional stability are also important qualities. Compassion and tact are essential when dealing with disabled and sick people. The program training requires an ability in mathematics and biological sciences.

Risks and Rewards:

While strict safety procedures are practiced in reputable establishments, there is a risk of low level contamination arising from exposure to radio-pharmaceutical preparations and X-rays. Working in this vocational field can be satisfying and fulfilling. As in other caring occupations, the knowledge that you are making a contribution to the health and welfare of others is a rewarding factor.

What Miami-Dade Community College Has To Offer:

A two year Associate in Science degree in the following:

Radiologic Technology(1J):

(Medical Campus only)

Students considering a career in this area should consult an advisor at the Medical Center for academic counseling. General education and science courses may be taken at any Miami-Dade Community College campus. Students in this program are provided with a broad base of education and performance-based clinical experience in all aspects of this technology.

Where To Get More Information:

American Society of Radiologic Technologists
15000 Central Avenue, S.E.
Albuquerque, New Mexico 87123

REAL ESTATE AGENT AND BROKER

Career Description:

Real estate agents assist in the buying and selling of homes, and other types of property. They should be adequately acquainted with the real estate market in their particular community, local zoning and tax laws, and the specific locations which are most suitable to their clients needs and budget. They also advise where, and how, clients may receive financing for their purchase.

Generally, real estate agents work in an independent sales capacity and contract their services with a licensed broker. It is the agent's duty to estimate what type of property is required, and then show the available homes or properties that most closely match their client's needs. Agents negotiate on behalf of the interested parties, and may be required to arrange for loans, title searches, and meetings between buyer and seller, in order to conclude the sale.

Agents are also expected to obtain new listings of houses and properties that owners agree to sell through their firm. This they may do through means of personal contacts, or scanning the classified advertisements in the local papers. Success in these areas greatly affect an agent's earnings.

Real estate brokers are independent business people who not only sell real estate, but also make property appraisals, and deal with the management of condominiums, offices and other types of property. They also deal with closings, financing, title searches, and other legal aspects of the real estate business.

Training and Qualifications:

All states require prospective agents to be at least eighteen years old, be a high school graduate or hold a General Education Diploma. They are also required to be licensed and pass a written examination. Agents are required to complete at least thirty hours of instruction, and brokers are expected to receive ninety hours of instruction. In addition, brokers are required to have one on more year's experience in real estate. State licenses generally must be renewed annually.

Since real estate transactions have become more complex, many companies have turned to college graduates to fill sales positions. There are both two and four year programs available for persons wishing to pursue a career in this field. Many firms offer formal training programs for both beginning and experienced agents, and advanced courses are offered in mortgage financing, property development management, and appraisal techniques.

Advancement:

Income advancement depends entirely on current market conditions, and the agent's or broker's ability to sell property. Initially income may be based exclusively on commission. However, for a successful and skilled person working in this field, promotion to sales or general manager can generate large salaries and benefits. Those who gain general experience in real estate, and who have an extensive knowledge of business conditions and property values in their localities may enter mortgage financing or real estate investment counseling. Both brokers and realtors may open their own offices.

Employment Opportunities:

Employment growth in real estate will stem largely from an increased demand for home purchases and rental units. During periods of declining economic activity and tight credit availability, the volume of sales may decline. Currently in Florida, the market is competitive, but there are opportunities for aggressive and competent sales persons with a thorough knowledge of the field.

Beginning Salary:

This is difficult to assess since it is dependent entirely on the volume of sales and subsequent commission. The rate of commission varies according to the type of property and its value. Earnings may fall anywhere between $7,000/year and $12,000/year, and could possibly be higher if the volume of sales is good.

Average Salary:

Full-time real estate agents may earn an average of about $17,000/year; high commissions could boost this figure. Brokers, on average, earn approximately twice this amount, about $34,000/year.

Special Aptitudes:

Personality is as important as academic qualifications. Characteristics such as maturity, tact, enthusiasm and a pleasant outgoing personality are essential for success in this career. Agents and brokers should also have a good memory for names and faces, as well as, business details such as zoning regulations, taxes, and land-use laws.

Risks and Rewards:

This is a highly competitive area of employment. A beginner's earnings are often irregular and therefore they should have enough money to live on until commissions increase. For a successful real estate agent or broker however, the rewards can be substantial both personally and financially.

Related Occupations:

Properties Manager
Leasing Agent
Apartment Rental Agent
Real Estate Appraiser

What Miami-Dade Community College Has To Offer:

A two year Associate in Science degree course is available in the following:

Real Estate Management(T6):

This program is planned for those seeking a career in real estate, as well as, those who are seeking further knowledge and advancement. The courses offered allow the student to choose areas of emphasis and specialization suited to their particular needs, in addition to, basic courses in real estate and business procedures. The areas of specialization encompass management, appraising, financing and selling. Upon completion of this course a graduate may begin selling real estate, or commence field training in one of the many areas of real estate. A graduate may also transfer to a senior institution to pursue a higher degree. Courses include: Business Mathematics, Principles of Business, Managerial Psychology, and Real Estate License Law.

Miami-Dade, North Campus, also offers a one year planned certification program for those seeking a short training period prior to entering the field of real estate. This course consists of classes in Real Estate Principles and Practices. Real Estate Finance, Real Estate Advertising and many others. This program requires 27 credits.

Where To Get More Information:

National Association of Realtors
430 N. Michigan Avenue
Chicago, Ill 60611

SIGN LANGUAGE INTERPRETER

Career Description:

A person working in this career uses American Sign Language to interpret the spoken word for those who are deaf, or hearing impaired. An interpreter may work in places of education, in television broadcasting, and in the business world, in fact, any place where communication takes place. American Sign Language(ASL) is the primary language of members of the deaf community; it is a language in its own right, having a unique vocabulary and sentence structure. In addition to formal signs and alphabet finger spelling, A.S.L. utilizes body movement and facial expression to communicate meaning. More experienced interpreters may be employed as hearing impaired agency directors or program assistants in Special Service Agencies.

Training and Qualifications:

In order to become eligible for State certification, which is required for employment, an Associate in Science degree is generally considered desirable, but not essential. With prior knowledge of American Sign Language, it is possible to complete this program in less than two years. Level one of the Quality Assurance Screening of the Florida Registry of Interpreters for the Deaf enables a graduate to work professionally in the field. Further accreditation at advanced levels would provide qualifications for higher level employment.

Advancement:

With experience and State certification, advancement in this career is very good. It is possible to transfer the credits gained in the Associate in Science degree to obtain a higher degree. Bilingual interpreters have excellent prospects for advancement.

Employment Opportunities:

In South Florida, there are a very large number of hearing impaired people; approximately 190,000 hearing impaired, and over 25,000 profoundly deaf. These figures indicate the need for skilled interpreters at all levels. State policies for the handicapped require that the hearing impaired, and deaf, are provided with interpreters in classrooms, public gatherings and in many other situations. This provides a variety of work settings.

Beginning Salary:

This will vary depending on the number of hours worked, and the work situation. Freelance interpreters charge around $7.00 an hour, minimum of two hours plus travel. Social Service Agencies pay similar rates. Schools pay salaries comparable to those of teachers, between $14,000/year and $16,000/year, depending on level of certification.

Average Salary:

Again this is variable, depending on the area of employment, and if self-employed, the number of hours worked. Approximately $20,000/year.

Special Aptitudes:

People considering a career in sign language interpretation need to possess an aptitude for languages. They also should have the ability and stamina to concentrate for long periods of time.

Risks and Rewards:

Because the nature of this work is very demanding, a person working as an interpreter may find it difficult to work a traditional eight hour day. If they are employed in a school or college, benefits usually include holidays and good job security. This field is a rewarding one and job satisfaction is high.

Related Occupations:

Hearing Impaired Agency Director
Hearing Impaired Program Assistant

What Miami-Dade Community College Has To Offer:

An Associate in Science degree in the following:

Sign Language Studies(J7):

This program provides a basic foundation in the language skills necessary for a professional career and for working with deaf individuals. In addition to skill development, courses focus on sign language systems, professional consideration in working with deaf people, and the phenomenon of deafness itself.

It is not necessary to be enrolled in the Associate in Science degree program to participate in these courses, although a degree is usually a necessary adjunct to employment.

Where To Get More Information:

Program Coordinator
Sign Language Studies Program
Miami-Dade Community College, North Campus
11380 N. W. 27th Avenue
Miami, FL 33167-3495

"Whether you think you can,

or think you can't...

you're right."

Henry Ford

III. APPENDIX

LOCAL INFORMATION SOURCES

Advertising Federation of Greater Miami
1444 Biscayne Blvd.
Miami, FL 33132

American Business Women's Association
Miami Chapter
President: Linda White (593-3023)
Publicity: Mary Ayala-Bush (593-3162)
Objectives: To promote the professional, educational, cultural, and social advancement of business women.

American Women in Radio and Television
579 N. E. 79th Street
Miami, FL 33138

Associated General Contractors of America, Inc.
Telephone: 557-2440
18210 N. W. 68th Avenue
Miami, FL 33166

Builders Association of South Florida
Telephone: 556-6300
15225 N. W. 77th Avenue
Miami, FL 33178

Dade County Optometric Association
Telephone: 895-3901
2134 N. E. 125 Street
Miami, FL 33182

Dade County Legal Secretaries Association
President: Annette Mann (358-2800)
Publicity: Ruby Baungarten (538-1461)

Engineering Contractors Association of South Florida
1800 West 49th Street
Hialeah, FL 33012

Federal Woman's Council
Odesta Ashley (361-4310)
USDOC/NOAA/SAIL
4301 Rickenbacker Causeway
Miami, FL 33149
Objectives: To provide training opportunities, job information and resources in various areas, to all women in the Federal Government and women in general.

Florida Governor's Commission on the Status of Women
J. Leigh Rubinas-Brooks
Office of the Governor, Room 207
Tallahassee, FL 32301

Florida Restaurant Association
Telephone: 891-1852
1065 N. E. 125 Street
Miami, FL 33161

Greater Miami Hotel and Motel Association
Telephone: 371-2030
300 Biscayne Blvd. Way
Miami, FL 33131

Insurance Women of Miami
Linda Dutra: 854-1330
c/o Adams Stembler & Sweet Insurance
2301 S. W. 27th Avenue
Miami, FL 33145

Women in Communications, Inc.
Greater Miami Chapter
Hindi Diamond: 444-4777
P. O. Box 1701
Coral Gables, FL 33133

BIBLIOGRAPHY

Bachhuber, Thomas D. and Richard K. Harwood. Directions: A Guide To Career Planning. Houghton Mifflin Company. U.S.A., 1978.

Costello, Joan M. and Rita Parsons Wolfson. Concise Handbook of Occupations. L.G. Ferguson Publishing Co. Chicago, Illinois, 1975.

Hawes, Gene R. The Encyclopedia of Second Careers. Facts on File Publications. New York, 1984.

Mitchell, Joyce Stayton. I Can Be Anything: Careers and Colleges for Young Women. Bantam Books, Inc. 666 Fifth Avenue. New York, NY 10019, 1978.

National Directory Of Addresses and Telephone Numbers, Concord Reference Books, Inc. New York, NY 10020, 1986.

Occupational Outlook Handbook. U.S. Department of Labor, Bureau of Labor Statistics, 1986-87.

SIGI. (r) Copyright (c). Educational Testing Service, (all rights reserved), 1986.